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ABSTRACT

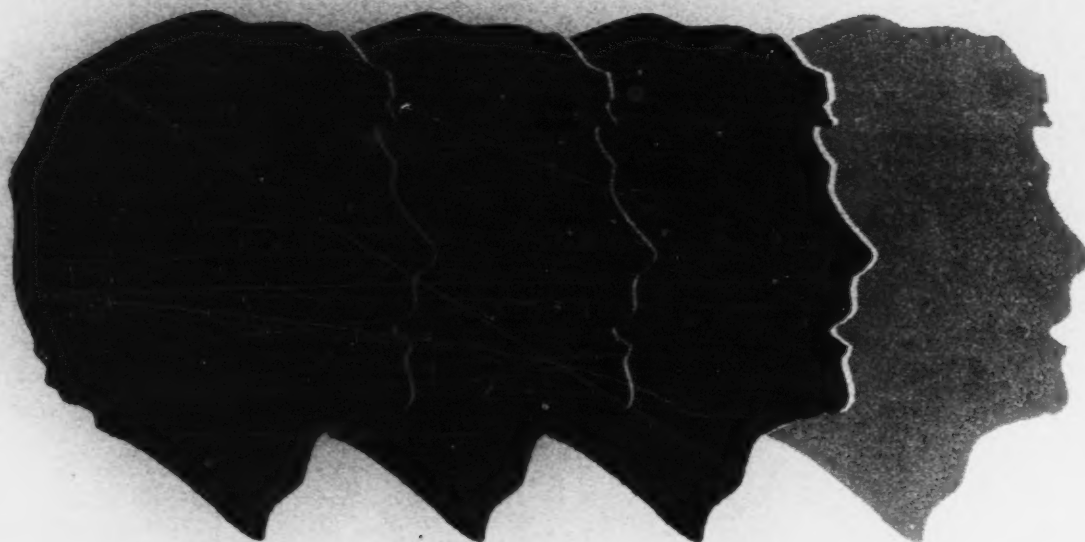
A project was undertaken by the Two-Year College Development Center to identify programmatic efforts in New York State two-year colleges that were effectively serving special needs populations and were due, in some measure, to the Carl D. Perkins Vocational Education Act. The project involved a survey of the chief academic officers at 62 State University, City University of New York, and independent two-year colleges. Study findings, based on responses from 65.5% of the officers, representing 102 programs, included the following: (1) 39 programs served the population broadly defined as disadvantaged, including support services which were usually defined as advisement, counseling, or other outreach services to specific groups that can profit from extra assistance in accessing college offerings and instructional programs designed specifically for disadvantaged groups; (2) 21 programs served adults in need of training or retraining; (3) 20 programs focused on single parents/homemakers and the reduction of gender-related bias; (4) of the 19 programs that addressed the needs of disabled students, 7 specifically targeted the learning disabled; (4) the most frequently reported outcome of the projects was increased college enrollment, followed by staff expansion and increased computer capability. The bulk of the document consists of brief descriptions of programs and services that were reported as being successful. The entries include identification of program title and college, contact person's name, address, and telephone number, and a brief description. (EJV)

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ED285610

A COMPENDIUM OF POSTSECONDARY PROGRAMS THAT SERVE SPECIAL NEEDS POPULATIONS

Targeted by the Carl D. Perkins Vocational Education Act



Two-Year College Development Center
University at Albany
State University of New York

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Fall 1987

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A COMPENDIUM OF POSTSECONDARY PROGRAMS THAT
SERVE SPECIAL NEEDS POPULATIONS

Targeted by the Carl D. Perkins Vocational Education Act

*Two-Year College Development Center
University at Albany
State University of New York*

in cooperation with

*Bureau of Grants Administration
New York State Education Department*

Summer 1987

ACKNOWLEDGMENTS

This compendium of programs and services for special needs populations targeted by the Carl D. Perkins Vocational Education Act is an activity of a project undertaken by the Two-Year College Development Center, University at Albany, State University of New York, and supported by the Bureau of Grants Administration, New York State Education Department. Assistance from Bureau staff was an important factor in completing this publication.

We wish to express our special appreciation to the administrators, faculty and staff at the 40 two-year colleges who shared information about their programs and services geared to meeting needs of the targeted populations. Without their cooperation, the compilation of this compendium would not have been possible. We hope that this document provides a resource that will facilitate sharing and exchange among faculty and staff at various two-year colleges that will ultimately result in serving special populations more effectively.

Dr. LaVerna M. Fadale
Project Director

A product of a research and development project
supported by funds from the Carl D. Perkins Vocational Education Act
administered by the Bureau of Grants Administration
New York State Education Department

TABLE OF CONTENTS

	Page
Introduction	1
Summary of Content	1
Summary of Outcomes.	2
Organization of Entries.	3
 Program Summaries.	 5
Adults in Need of Training/Retraining.	5
Disabled	26
Disadvantaged.	47
Reducing Bias/Sterotyping & Single Parents/ Homemakers	 88
General.	108
 Listing of Responding Colleges & Reported Programs	 112
 Blank Report Form, Appendix A.	 122

*A COMPENDIUM OF POSTSECONDARY PROGRAMS THAT
SERVE SPECIAL NEEDS POPULATIONS*

Introduction

The Two-Year College Development Center, University at Albany, State University of New York, in cooperation with the Bureau of Grants Administration, State Education Department has undertaken a project that specifically addresses the special populations specified by the Carl D. Perkins legislation. One purpose of this project is to develop a document that identifies programmatic efforts in New York State two-year colleges that are effectively serving special needs populations and are due, in some measure, to the Perkins Act. This publication is a compendium of those programs.

The source of information for the entries constituting this document are the results of a statewide survey of Chief Academic Officers at 62 State University, City University of New York and Independent two-year colleges in New York State. The survey form (Appendix A) was developed to identify local efforts which, in the judgment of the local college, are worthy of being shared with colleagues at other two-year colleges. The 102 entries represent a response rate of 65.5% or 40 of the 62 colleges contacted.

Summary of Content

The largest number of programs (39) are identified as serving the population broadly defined as disadvantaged. The types of programs and services reported fall primarily into two categories: support services which are usually defined as advisement, counseling, or other outreach services to specific groups that can profit from extra assistance in accessing college offerings and instructional programs that include a variety of developmental studies or remedial programs, tutoring services and/or courses designed specifically for disadvantaged students.

The population of adults in need of training or retraining were the focus

of 21 responses which was the second most frequently reported emphasis. These programs and services generally fell into efforts which were primarily training and instruction or primarily supportive in nature exemplified by counseling or career exploration activities.

Twenty (20) programs were reported that focused on single parent/homemakers and the reduction of sexism bias. Unlike other categories where emphases were more often general than specific, single parent/homemakers efforts alone accounted for 15 entries. These programs also include a range of efforts from those with a long history of service to those initiated recently due to the change of focus in the Perkins Act. Too, single parent/homemaker programs were often linked with other agencies, such as BOCES, JTPA, and other community service agencies, to offer outreach counseling, advising and child care services.

The needs of disabled students generally were addressed by 19 reported programs including 7 which specifically targeted the learning disabled. The activities which make up these programs range from the availability of tutors specifically for disabled students to targeted recruitment activities. Several entries targeted programs for students with hearing or sight impairment. Others which focused on learning disabled, often linked the effort to a learning center or remedial/developmental program.

A few colleges reported programs that focus on coordinating services to all or several special population groups. These entries are categorized as general.

Summary of Outcomes

The most frequently reported program strength in all categories was increased college enrollment, particularly through outreach efforts to the various special needs groups. Perkins Act resources provided opportunities for promoting

more involvement by these various needs populations. Therefore, enrollment becomes a success indicator for the majority of programs.

The second most frequently identified outcome or success was expansion, particularly through addition of staff in remedial or developmental efforts. In many instances, this expansion was from part-time to full-time status of staff members allowing colleges to offer a more comprehensive support program for those career students lacking in academic skills. In some instances, increase in staff was in terms of a designated special programs coordinator. Those reporting the addition of a coordinator find this structure to be an efficient approach in providing services to all groups, and in helping to avoid duplications or omissions in support and services to special needs populations.

Several programs also reported that computer software designed to support the academic work of various targeted groups has been purchased with Perkins money, thereby providing students who require this type of support with opportunity for enhancement of their success in career programs.

Several respondents also noted that links made to other funding sources such as JTPA, Department of Social Services, Community Action Programs, and State University of New York award system grants and others help provide a more comprehensive indepth effort. Also, linkages with other agencies serve to reduce the multiplicity/duplication of services and allow a service region to build a broad-based comprehensive program drawing from the offerings of various agencies and available services.

Organization of Entries

The remainder of this publication is devoted to the identification of programs and services that were reported as being successful, to some extent, in meeting their objectives with one or more of the special needs populations. For each

program, the primary target population is identified and entries are categorized by major group served. In several cases, other special population groups concurrently addressed by the service or program are identified accordingly.

Each program is described in a brief summary provided by the respondent. The program title and college are identified. A contact person with title, address, and phone number is provided to encourage contact and sharing among colleagues at various colleges. Because descriptions are necessarily brief, it is anticipated that they will serve as initial information with subsequent contact to individuals necessary to acquire more details and specifics.

As in any publication of this type, it can never be totally accurate or complete. Programs tend to change, be deleted or added, while simultaneously staff members and contact persons shift responsibilities. At the end of the compendium, Appendix A is a blank form of the original survey form from which these entries were drawn. If, since the collection of data in Spring 1987, your college has added a program which you feel should be part of this collection, please complete the form with the necessary information and return it to us so that we may draw from it in our future work with this field.

The program summaries are categorized by major special population served: Adults, Disabled, Disadvantaged, Sex Bias/Single Parents and Homemakers, and General. Following the summaries, responding colleges are identified with program titles, names of contact persons and page numbers for each entry submitted by the respective institution.

ADULTS IN NEED OF TRAINING/RETRAINING

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Columbia-Greene Community College*

PROGRAM TITLE: *Adults in Need of Training/Re-training*

DESCRIPTION:

A special program assistant has 10 - 12 hours a week released time from her regular JTPA duties to coordinate activities for both Single Parent/Homemaker and Re-entry Adults. The JTPA Office of Employment and Training is housed at Columbia-Greene Community College. The JTPA and VEA linkage is strong due to this arrangement. One of JTPA's programs is the Pre-Vocational Education program, at the college's Learning Center. JTPA eligibles can upgrade their basic academic skills using audio-visual equipment and use the center's other resources, i.e. typewriters, computers etc., in preparation for regular college courses or employment. Those students opting to enter the college's programs are tracked by the special program assistant. There is a support group, "SAGE," for re-entry adults. The group meets bi-monthly and is open to any adult student. Meetings are informal and are a resource for the returning student. Information is shared on a variety of topics and issues. Any difficulties an adult is experiencing, i.e. managing work, family and school can be addressed and others are available to offer support, suggestions and possible solutions. This group was recently recognized as an official club, therefore has a budget and funds available to them to sponsor special speakers and activities to meet their needs.

Contact person:

Name: *Patricia McGoldrick*
Title: *Assistant Dean of Instructional Affairs*
Address: *Box 1000*
Hudson, New York 12534
Phone: *(518) 828-4181 Ext. 350*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Fashion Institute of Technology

PROGRAM TITLE: Developing Business Skills for Artists & Designers

DESCRIPTION:

With VEA funds, the college has been able to meet the needs of an often overlooked group of adults for training in the basic business skills required to enter and succeed in entrepreneurships. The population served are artists and designers whose training has focused on developing artistic abilities and skills with little or no development of basic business skills. Utilizing the expertise of the Small Business Center at F.I.T., adults are provided with 24 hours of intensive training in the "nuts and bolts" of business, e.g., developing a plan to promote sources of funds, understanding the relationship between equity to debt, producing a balance sheet, reading a financial statement, and applying these techniques to make an informed decision on opening an art and design entrepreneurial business. The ultimate success of the training lies in the students being able to apply what they have learned in their business practice. A particular strength of the program is the incorporation of one-on-one consultations with business professionals where students can discuss their specific business problems. The evaluation of the success of the program is based upon interviews to assess how students have utilized the skills and knowledge acquired through their training in order to begin or improve a business.

Contact person:

Name: Elaine Stone
Title: Director, Small Business Center
Address: 227 West 27 Street
New York, New York 10001
Phone: (212) 760-7250

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Hilbert College

PROGRAM TITLE: Career Planning Workshops

DESCRIPTION:

Because of the Perkins Act, we have been able to initiate a series of career workshops each semester. The workshops were in response to the needs of adults who were returning to the work force or who were making a career change. Because career exploration does not fit neatly into a specific college department, the workshops had never been funded. Because of the funds provided by the Act, several series of workshops have been held and more are planned. The sessions cover such topics as career exploration, decision making, self-confidence, and job seeking skills. For one of the sessions, the local director of the New York State Job Service came to campus to provide a link with the participants. Participant evaluations are positive.

Contact person:

Name: Irene Cuddihy
Title: Dean, Division of Business/Economics
Address: 5200 South Park Avenue
Hamburg, New York 14075
Phone: (716) 649-7900, Ext. 204

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Hudson Valley Community College

PROGRAM TITLE: Support Services for Adults

DESCRIPTION:

The program is designed to provide additional support services for adults. Academic advisement is provided both on and off campus. Workshops are provided in special areas to assist adult students. A variety of publications are produced to encourage adults to return to school and to assist them once they are on campus.

Contact person:

Name: Holly Christensen
Title: Director, Continuing Education
Address: 80 Vandenburg Avenue
Troy, New York 12180
Phone: (518) 270-7338

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Kingsborough Community College*

PROGRAM TITLE: *Freshmen Seminar for GED Recipients*

DESCRIPTION:

Adult students entering career programs after completion of the GED were not retained at the same rate as other students with similar basic skills levels. The seminars are programmed for 6 weeks and seek to provide these students with some of the academic information and experiences normally encountered in high school. Some of the areas covered are note-taking, outlining, how to write a paper, skimming for important information, use of college resources, time management skills, etc. The seminar structure has been deemed more appropriate for adult learners than traditional classroom structures. Hoped-for outcomes include improved retention and successful career program completion for this population.

Contact person:

Name: *Naomi Platt*

Title: *Director, GED Seminar Program*
Professor of Sec. Practice/Office Administration

Address: *2001 Oriental Blvd.*
Brooklyn, New York 11235

Phone: *(718) 934-5065*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *LaGuardia Community College*

PROGRAM TITLE: *Office Information Training Program*

DESCRIPTION:

The Office Information Systems Training Program has, over the past four (4) years, provided 200 unemployed/underemployed clerical workers an opportunity to retrain. Participants have developed skills to compete for better positions in offices and other organizations which use new or more sophisticated computer-related office equipment. Intensive individual/group career and job readiness counseling services have resulted in a retention rate of over 85%. Graduates obtain excellent positions in major private/public corporations or upgrade positions in current places of employment utilizing their newly acquired skills.

Contact person:

Name:	<i>Sandra Watson</i>	<i>Claudia Iredell</i>
Title:	<i>Director</i>	<i>Training Coordinator</i>
Address:	<i>Division of Adult and Continuing Education 31-10 Thomson Avenue Long Island City, New York 11101</i>	
Phone:	<i>(718) 482-5306 or (718) 482-5399</i>	

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *LaGuardia Community College*

PROGRAM TITLE: *Refugee/Immigrant Vocational Assistance Program*

DESCRIPTION:

In collaboration with the community-based organization, The Church Avenue Merchants Block Association, LaGuardia initiated in Spring 1986, the Refugee/Immigrant Vocational Assistance Program. Services include English for Specific Purposes and Job Readiness Training for unemployed and underemployed refugees and immigrants lacking adequate English language and appropriate job-seeking skills. Through special curricula and vocational counseling, the program facilitates clients' access to further education and better employment. In its first year, the program generated 740 applications. Three hundred fifty-two (352) applicants received direct services. In addition, 30 of the 68 students taking the GED examination passed.

Contact person:

Name: *John Garcia*

Title: *Coordinator, Extension Programs*

Address: *Division of Adult and Continuing Education
31-10 Thomson Avenue, C722
Long Island City, New York 11101*

Phone: *(718) 482-5325*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Monroe Community College*

PROGRAM TITLE: *Worksite Adult Counseling*

DESCRIPTION:

The College has worked closely with a number of corporate-industrial clients to provide a variety of educational and career development services. One member of the Counseling Center staff was identified as a contact person for corporate clients. This helped to create a "window" to the College for employees in local business and industry. Career development services were provided at industrial sites, as well as at the campus. The objectives of these services were to prevent job obsolescence, provide options for retraining, upgrade current technical skills, and assist those who were facing layoff. The College also routinely provides a variety of credit bearing courses at a number of industrial sites throughout the community. The availability of courses and career counseling at the worksite has increased job skills, provided opportunities for retraining, demonstrated that college is accessible and viable for employees with no previous college experience and provided retraining in lieu of layoffs.

Contact person:

Name: *James A. Terrell*
Title: *Director of Counseling*
Address: *Monroe Community College*
1000 East Henrietta Road
Rochester, New York 14623
Phone: *(716) 424-5200, Ext. 2252*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Nassau Community College

PROGRAM TITLE: A.A.S. Degree in Data Processing

DESCRIPTION:

A course is offered to train adults how to use microcomputers in an office/business environment.

Since many businesses, especially in the Long Island area, have begun to automate many business/office procedures, we see a definite need to retrain and train adults to give them the skills they need to become gainfully employed in the community job market.

Contact person:

Name: Stephen C. Solosky
Title: Assistant Professor
Address: Math Department
Garden City, New York 11530
Phone: (516) 222-7383

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING, SINGLE PARENT/HOMEMAKERS,
DISABLED

COLLEGE: Nassau Community College

PROGRAM TITLE: CIVILCOM GRANT PROJECT

DESCRIPTION:

The CIVILCOM GRANT PROJECT provides professional state-of-the-art equipment for laboratory work in Engineering Technology. The equipment includes the latest surveying field and office apparatus. Training and retraining of surveying practitioners can be accomplished in this grant phase. The grant also includes computer hardware and software for computer-aided design and drafting. This equipment is capable of assisting in training of the disabled, single parent/homemakers, and for adults in need of training and retraining.

Contact person:

Name: Joseph F. Keuler
Title: Associate Professor
Address: Stewart Avenue
Garden City, New York 11530
Phone: (516) 222-7272

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Nassau Community College

PROGRAM TITLE: Geriatric Health Care Specialist Certificate Program

DESCRIPTION:

This project consists of two complementary parts:

- 1) an academic program which involves two academic semesters (30 credit certificate program) focusing on the physical, emotional, and social support of the aged in the home, community, acute care centers and nursing homes.*
- 2) a strong supportive network of services coordinated by the Project Director involving counselors from Financial Aid, Student Personnel Services, Mature Student Counseling Club, Director of Day-Care Center and Testing services to determine remediation needs, etc.*

Contact person:

Name: Roseanna M. Mills
Title: Assistant Professor, Department of Nursing
Address: Stewart Avenue
Garden City, New York 11530
Phone: (516) 222-7234

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Niagara County Community College*

PROGRAM TITLE: *Credit for Prior Learning*

DESCRIPTION:

Prior to the implementation of the 1985-86 grant, the college had a policy for credit for prior learning but not a process for providing the assessment. The grant provides load reduction for three faculty who, with the Dean, delineated procedures for applying for Credit for Prior Learning. A portfolio course was developed. The procedures were accepted by Faculty Senate and the Board of Trustees.

Contact person:

Name: *Dorothy Harnish*
Title: *Director of Educational Development
Office of Academic Affairs*
Address: *Niagara County Community College
Sanborn, New York 14132*
Phone: *(716) 731-3271, Ext. 130*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Rockland Community College*

PROGRAM TITLE: *Telecourses and Distance Learning Courses*

DESCRIPTION:

Telecourses involve viewing a series of educational video tapes, as well as completing reading and written assignments. Instructors provide assistance by mail and telephone. Students may view tapes at the College, at home on network or cable TV, or at home on their own VCR's. Distance learning courses consist of packages of learning material (texts, study guides, audio or video tapes) which are mailed to students. Most course requirements may be met without attendance at the College. A resource counselor assists students in degree planning and course selection, and provides information about College services. The flexibility of viewing and learning times and places, and the availability of support services by telephone serves the target population well.

Contact person:

Name: *Sue Commanday*
Title: *Coordinator of Special Programs*
Address: *Rockland Community College*
Suffern, New York 10901
Phone: *(914) 356-4650, Ext. 448*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Schenectady County Community College

PROGRAM TITLE: Academic Computer Center

DESCRIPTION:

Perkins Act funding has had positive impact upon the College's Academic Computing Center through funding of increased accessibility and acquisition of variable baud modems. Through creative staffing and off-campus accessibility, students access the academic computing facilities 22 hours per day, seven days per week.

Contact person:

Name: Gabriel J. Basil
Title: Dean of Academic Affairs
Address: Schenectady County Community College
78 Washington Avenue
Schenectady, New York 12305
Phone: (315) 346-6211

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *State University Agricultural and Technical College at Cobleskill*

PROGRAM TITLE: *Office Practice Skills (Co-sponsor: Department of Social Services)*

DESCRIPTION:

The Office Practice Skills program was designed for adult learners who have little or no skill in typing. It will prepare them to become beginning office workers with a minimum typing speed of 35 wpm. Students are taught keyboarding on an IBM Selectric, an electronic typewriter and a micro-computer. The clerical portion of the program is taught by a woman who has had many years of experience in different secretarial positions. Students are also taught career planning and spend one hour a week in aerobics class. What makes this Office Practice program unique in a course entitled Critical Thinking, which teaches students to analyze their behaviors and attitudes and to apply success principles. This course is taught using group interaction and small group discussions. In addition to classroom work, students receive individual counseling and complete homework assignments which help them clarify their values and thinking.

Contact person:

Name: *W. Clifton Collins*

Title: *Assistant Dean of Academic Affairs*

Address: *State University Agricultural and Technical College
Cobleskill, New York 12043*

Phone: *(518) 234-5528*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *State University Agricultural and Technical College at Morrisville*

PROGRAM TITLE: *Adult Training and Retraining in Chenango County*

DESCRIPTION:

The College has had an extension center in Norwich since 1969, primarily offering courses in business and liberal arts. In 1984, through VEA funds, a counselor was employed to do more extensive outreach in the community to make the availability of our program better known. Enrollment in extension courses has increased by 270 students (from 300 to 570) since that time. The counselor visits major employers in the county to meet with employees to answer questions about courses offered. Companies have, in turn, provided information about what courses would be beneficial to their operations. Vocational assessment instruments are administered to help students determine possible career paths. Financial aid and placement assistance are offered as well.

Contact person:

Name: Margaret Raynor
Title: Coordinator, Norwich Center
Address: 112 South Broad Street
Norwich, New York 13815
Phone: (607) 334-5144

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING, DISABLED, DISADVANTAGED

COLLEGE: *State University College of Technology at Alfred*

PROGRAM TITLE: *Microcomputer Laboratory*

DESCRIPTION:

A 12-station microcomputer laboratory was established for use by adults and other special populations, particularly handicapped and disadvantaged. The facility is easily accessible by the handicapped and is logistically separate from the daily activities or regular academic programs on campus, which has proven to be an ideal setting for learning by students of special populations. The most successful programs have been in the area of basic adult microcomputer literacy classes offered in the evening, such as "Introduction to Computers," and "Lotus 1-2-3." The laboratory is also successfully utilized for word processing training to students in the J.T.P.A.-funded Office Skills Training Program for disadvantaged and dislocated workers. The project coordinator, a position funded by the grant, coordinates the scheduling, maintenance and usage of the room, as well as develops and implements computer programs for targeted adults. The project coordinator also promotes the facility and other related training/retraining programs to area business and industry through visitations. Specific software is available in the laboratory for use by the special populations, and will continue to be the main area of expansion in an effort to offer "previewing" services as well as promote independent study of the computer by area adults.

Contact person:

Name: *Martha J. Harold*

Title: *Coordinator of Community Service, Pioneer Center*

Address: *Alfred, New York 14802*

Phone: *(607) 587-4544*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *State University College of Technology at Canton*

PROGRAM TITLE: *Adult and Single Parents*

DESCRIPTION:

The VEA program grant enabled the College to implement a new service and hire an Adult/Single Parent Advisor who, in addition to providing counseling and academic advisement services to 250 adults/single parents, also conducts an Annual Needs Assessment for educational and support services. This staff person is assigned to the Continuing Education Office and is available at times and locations convenient to the adult/single parent student. Service sites include both the home campus and extension sites.

Contact person:

Name: *Marilyn Rodee*

Title: *Assistant to the Director of Continuing Education
Continuing Education Office, WH-006*

Address: *State University College of Technology at Canton
Canton, New York 13617*

Phone: *(315) 386-7232*

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Tompkins-Cortland Community College

PROGRAM TITLE: Training & Support for Child Care Providers

DESCRIPTION:

A program of workshops was created for child care providers to increase their skills in a wide variety of areas. In addition, a traveling library of books and materials was purchased and made available to child care providers on a loan basis. Strengths of the program were the diversity of people involved in child care who participated in the programs, and the high level of training outcomes from the workshops, but the stimulation of many child care providers to continue their learning and to become involved in additional educational activities, such as enrolling in courses at the College.

Contact person:

Name: Nancy Lieberman

Title: Associate Dean

Address: 170 North Street, P.O. Box 139
Dryden, New York 13053-0139

Phone: (607) 844-8211, Ext. 312

TARGETED SPECIAL NEEDS POPULATION:

ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Westchester Community College

PROGRAM TITLE: MAINSTREAM, The Retirement Institute, Adult Training Project

DESCRIPTION:

MAINSTREAM's overall goal is to continue to expand and improve the College's effectiveness in its educational delivery to older students. The Adult Training Grant: MAINSTREAM is a vocational education program at Westchester Community College, designed to assist adults in receiving the training or retraining they need to enter or re-enter the workforce. The VEA grant is viewed as the funding catalyst part of MAINSTREAM which allows the Retirement Institute to go into new phases. This year's grant will help us continue our vocational education programs and expand into new areas: Outreach to retrenched older managers and professionals (along with Senior Personnel Employment Council by establishing a 50 plus employment club); and outreach to older displaced homemakers (along with Westchester County Office for Women). This is a special population not geared towards matriculation for graduation. The program is designed for brush up and/or new skills for pre-retirees, post-retirees, displaced homemakers and older adults unemployed. The anticipated outcomes for the project are the successful training of adults of employment or re-employment. Students will receive training in teaching and counseling, motivation, assertiveness and group leadership, among other fields. Many of these students will hold teaching or counseling internships during their vocational education programs offered by the College in a variety of office-related and technology-related fields. Through training and the accompanying counseling, students will be prepared to enter or re-enter employment.

Contact person:

Name: Willa Reichbach
Title: Director, MAINSTREAM, The Retirement Institute
Classroom Building, Room 106
Address: Westchester Community College
75 Grasslands Road
Valhalla, New York 10595
Phone: (914) 285-6793

DISABLED

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: Bronx Community College

PROGRAM TITLE: Learning Disabled Students

DESCRIPTION:

Housed in the Workshop of the Department of Special Education Services, this part of the program serves students who have difficulty learning in a traditional classroom setting. Causes of their problems may vary from neurological disorders to visual or auditory impairment to social-emotional stresses. They are referred to the program by instructors and counselors. An intake interview, performed by a clinician in the Workshop, provides an initial informal assessment. Standardized tests are also administered, and an Individualized Education Program (IEP) is prescribed by the clinician. This program is then implemented by peer tutors in the Workshop. Adjustments in the IEP are made as the tutoring progresses. There is ongoing communication between the tutors and the Workshop Coordinator, who, in turn, maintains contact with the students' instructors. Since the program's inception in 1985, approximately 55 students have been served. Self-reports indicate favorable reactions by students to the personal attention they receive. Instructors have become sensitized to the special needs of their students and have reported improvement in classroom performance.

Contact person:

Name: Carl J. Polowczyk
Title: Dean of Academic Affairs
Address: West 181 St. & University Ave.
Bronx, New York 10453
Phone: (212) 220-6185

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Columbia-Greene Community College*

PROGRAM TITLE: *Services for Handicapped*

DESCRIPTION:

A program assistant for handicapped students provides vocational and personal counseling and referral for disabled students, and coordinates accommodations with the Office of Student Services, the Learning Center and the Faculty. Workshops and events involving many disability service providers sensitize the college community and employers to the needs and individuality of the disabled. The Faculty has made creative and sensitive adaptations for special needs. A blind student recently earned an A in Statistics. Some disabled students are not only honor students and student government leaders but active community service volunteers as well.

Contact person:

Name: *Patricia McGoldrick*

Title: *Assistant Dean of Instructional Affairs*

Address: *Box 1000
Hudson, New York 12534*

Phone: *(518) 828-4181, Ext. 350*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Fashion Institute of Technology*

PROGRAM TITLE: *Diagnosis and Academic Assistance for Learning Disabled Students*

DESCRIPTION:

The primary aim of the services undertaken with VEA grant funds for handicapped students is to serve F.I.T.'s learning disabled students by regularizing what had been an informal program of diagnosis and academic assistance by the college and to provide an expertise that will ultimately improve their retention rate. The program provides a learning disabilities counselor, expert in the diagnosis and academic counseling of learning disabled students, who diagnoses the type of specialized service needed by the student, arranges for and supervises special tutoring in both skills and in occupational courses, provides academic advisement to review course loads and to program the next semester's courses, and provides ombudsmanship with faculty on behalf of the learning disabled student. This ombudsmanship is a main strength of the program, assuring that learning disabled students are given every opportunity to develop within their chosen area of vocational education. In the second year of the program the ombudsmanship function is being further extended to include workshops for occupational teachers to help them identify learning disabled students in their classes.

Contact person:

Name: *Cynthia Wellins*
Title: *Grants Coordinator*
Address: *227 West 27 Street*
New York, New York 10001
Phone: *(212) 760-7652*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Fulton-Montgomery Community College*

PROGRAM TITLE: *Handicapped, Learning Disabled*

DESCRIPTION:

Outreach-based learning disabled program via VEA Funds, the goal of which (pilot program) is ten new enrollees by the Fall of 1987. Also, cooperation with a State Education Department project designed to assist secondary students with learning disabilities to successfully transition to a community college by strengthening the high school program and high school/community college staff network resources, and by sharing information and services.

Contact person:

Name: Robert W. Kusek

Title: Associate Dean, Fulton-Montgomery Community College

Address: Rte. 67
Johnstown, New York 12095

Phone: (518) 762--4651, Ext. 313

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: Hudson Valley Community College

PROGRAM TITLE: Support Services for Disabled

DESCRIPTION:

The position of Assistant to the Coordinator for Disabled Student Services was filled on September 30, 1985, by Amy B. Marson. Since that time Ms. Marson has assisted the Disabled Student Services Office in meeting the varied needs of the increasing population of students with disabilities on the Hudson Valley campus. She prepared a detailed brochure representing the Disabled Student Services Office. She has been responsible for providing assistance with testing, supplemental reading and tutorial services, supervising a HUS student who was completing a placement within the office, daily personal and academic counseling, supervising a work study student, networking with college faculty, and staff as well as community agencies, etc. Ms. Marson has not only allowed our office to increase and improve services, but has become an active member of campus, community, and state committees focused on services of individuals with disabilities.

Contact person:

Name: Pablo Negron
Title: Coordinator for Disabled Students
Address: Hudson Valley Community College
80 Vandenburg Avenue
Troy, New York 12180
Phone: (518) 270-7154

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: LaGuardia Community College

PROGRAM TITLE: Continuing Education Programs for Deaf Adults

DESCRIPTION:

The Program for Deaf Adults at LaGuardia Community College provides a comprehensive program of educational and support services to New York City's deaf population. Over 150 deaf students enroll annually to improve basic skills in reading, writing and English language vocabulary, to prepare for the High School Equivalency examination, and to prepare for college level work, and/or to gain those skills necessary for employment. American Sign Language and/or Oral Interpreter Services are provided to deaf students as well as individualized tutoring based on assessment results. A professional team consisting of coordinator, counselors, interpreters and instructors work with students to promote successful outcomes which could be college entry or employment.

Contact person:

Name: Fern Khan
Title: Director, Community Service Programs
Address: 31-10 Thomson Avenue
Long Island City, New York 11101
Phone: (718) 482-5324

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: LaGuardia Community College

PROGRAM TITLE: Programs for Deaf Adults

DESCRIPTION:

LaGuardia Community College's Programs for Deaf Adults (PDA) provide the most comprehensive post-secondary educational programs and services for deaf or hearing-impaired students within the New York City metropolitan area. We offer Guided Independent Study courses in Adult Basic Education, High School GED, English-as-a-Second Language and College Preparation. The Programs for Deaf Adults also offer specialized support services for any deaf or hearing-impaired student enrolled in the College. The Program provides counselors to help students improve their academic work or job mobility as well as classes. We also provide interpreters for College events and meetings, and assist College faculty and staff when working with deaf or hearing-impaired students.

Contact person:

Name: Fern Khan
Title: Director, Community Service Programs
Address: Division of Adult and Continuing Education
29-10 Thomas Avenue, Room C-732
Long Island City, New York 11101
Phone: (718) 482-5321

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Mohawk Valley Community College*

PROGRAM TITLE: *Office for the Handicapped*

DESCRIPTION:

We are in our first few months of this new program developed as a direct result of the Carl D. Perkins Vocational Education Act. The program focuses on direct support of the handicapped and disabled student population on campus. In addition, a recruiting effort to inform area high schools and citizens of the offerings and support available to special needs students is underway.

We hope to expand and streamline services in the future to better address the needs of all disabled students as presented to us on individual and group basis.

Contact person:

Name: *Joseph A. Zizzi*
Title: *Coordinator of Handicapped Services*
Address: *Mohawk Valley Community College*
1101 Sherman Drive, Room 181-AB
Utica, New York 13501
Phone: *(315) 792-5413*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Monroe Community College*

PROGRAM TITLE: *Support Services for Hearing Impaired Students*

DESCRIPTION:

The College provides a staff person to coordinate Special Services for Hearing Impaired Students. Services include: Sign Language Interpreters, Tutors and Notetakers. Microcomputers also are provided so that hearing impaired student may learn word processing skills and use instructional software to increase skills in reading, math, economics, etc. Three members of the Counseling Center staff, including the receptionist, have received instruction in sign language and are able to communicate with the hearing impaired population. Knowledge of basic sign language has made not only the Counseling Center, but also the College much more accessible to the hearing impaired. These support services have increased achievement and retention of the hearing impaired students at the College.

Contact person:

Name: *James A. Terrell*
Title: *Director of Counseling*
Address: *Monroe Community College*
1000 East Henrietta Road
Rochester, New York 14623
Phone: *(716) 424-5200, Ext. 2252*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: Nassau Community College

PROGRAM TITLE: Professional Development for College Faculty Working
with Learning Disabled Students

DESCRIPTION:

To address the academic, affective and occupational needs of the learning disabled college student, programs were offered to Nassau Community College faculty and faculty from other institutions. These included: 1) a comprehensive inservice training program for Nassau Community College counselors; 2) an inter-college conference where faculty discussed new trends, reviewed research and shared techniques; and 3) a college-wide colloquium for Nassau Community College faculty, counselors and administrators. As a result of the inter-college conference, the concerns for the learning disabled college student were highlighted. The colloquium was a forum for discussion of an academic policy about the learning disabled.

Contact person:

Name:	Sidney Becker	Trudy Woods
Title:	Assistant Professor	Administrative Assistant
Address:	Stewart Avenue Garden City, New York 11530	
Phone:	(516) 222-7125	

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: Nassau Community College

PROGRAM TITLE: Work Experience Program for Disabled Students

DESCRIPTION:

The program provides training in job search skills including resume writing, interview techniques and job search techniques for disabled students.

Job leads are also specifically developed for disabled students. Follow-up support services are provided for employers to assist them in accommodating disabled students and support for students on the job.

Contact person:

Name: Victor H. Margolis
Title: Coordinator, Disabled Student Services
Address: Stewart Avenue
Garden City, New York 11530
Phone: (516) 222-7138

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *New York City Technical College*

PROGRAM TITLE: *Program for the Deaf and Hearing Impaired*

DESCRIPTION:

The Program for the Deaf and Hearing Impaired has a long history of sponsoring business skills training and basic academic skill programs since 1975. The program is designed to offer deaf and hearing impaired individuals the opportunity to develop/improve their business and basic academic skills to be better prepared for competitive employment. Instruction is conducted through the use of sign language to allow students direct communication with instructors and tutors. The program is in the process of obtaining additional funding for a food preparation training program. The program has excellent working relationships with the Office of Vocational Rehabilitation, and other agencies for job placement and referral.

Contact person:

Name: *Martin Florsheim*

Title: *Director, Program for the Deaf and Hearing Impaired*

Address: *New York City Technical College
250 Jay Street, Room M-210
Brooklyn, New York 11201*

Phone: *(718) 643-5576*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Niagara County Community College*

PROGRAM TITLE: *Computer Literacy for Disabled*

DESCRIPTION:

A part time technical assistant is employed to provide individualized computer instruction, to assist faculty in providing accommodations, and to research and recommend computer software, hardware and adaptations. Two work stations, adjusted to meet the needs of the mobility impaired and visually impaired individuals, have been established in the open access lab. Last year, five severely disabled students successfully completed data processing courses.

Contact person:

Name: *Monica Pullano*

Title: *Counselor for Students with Disabilit*

Address: *Niagara County Community College
Sanborn, New York 14132*

Phone: *(716) 731-3271, Ext. 386*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: Onondaga Community College

PROGRAM TITLE: Learning Disabilities Assistance Program

DESCRIPTION:

The Learning Disabilities Assistance Program (LDAP) provides diagnostic, programming, consultative, and educational services for college students identified as learning disabled and for faculty working with these students. The project is staffed by one full-time Learning Disabled Specialist serving as a staff member of the Office of Services for Students with Special Needs. This position is funded by VEA grant monies and has made the curricula on campus accessible to Learning Disabled students.

Students with a suspected learning disability are identified through review of past school records and assessment using various psychoeducational materials. From these procedures, particular learning styles, including strengths and weaknesses, are identified and appropriate educational recommendations developed. Examples of such recommendations include taping lectures or textbooks, notetakers for lecture classes, readers for tests, time waivers for tests or assignments and testing alternatives. Referrals to other services such as the Writing, Study Skills, and Math Centers or the Counseling Center are also made when warranted.

In addition to providing diagnostic and programming services, the LDAP acts as a resource consultant to faculty, counselors, tutors, and peer tutors who have contact with students with learning disabilities. The LDAP staff is available to discuss the needs of learning disabled students, the implementation of recommendations, and any concerns that arise. The LDAP staff also conducts workshops for staff and faculty designed to increase their understanding of the nature of learning disabilities and the needs of these students.

Contact person:

Name: Rosemary Kelly

Title: Coordinator of Services for Students with Special Needs

Address: Onondaga Community College
Syracuse, New York 13215

Phone: (315) 469-7741, Ext. 245

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Schenectady County Community College*

PROGRAM TITLE: *Disabled Student Services*

DESCRIPTION:

Perkins Act appropriations have broadly supported enhancement of the Office of Disabled Student Services, including partial support of staffing; special workshops, tutorials and equipment; a special library of handicapped specific materials; and the development of "Disability Awareness Week" activities to increase faculty and student awareness of the needs of disabled students.

Contact person:

Name: *Caryl Purdue*
Title: *Coordinator of Disabled Student Services*
Address: *Schenectady County Community College*
78 Washington Avenue
Schenectady, New York 12305
Phone: *(518) 346-6211*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *State University College of Technology at Alfred*

PROGRAM TITLE: *Disabled Student Program*

DESCRIPTION:

The program is designed to identify disabled students, assess their needs, and provide them with appropriate services to help them meet their academic goals. The services include individual academic assistance, tutors, notetakers, testing accommodations, taped texts, equipment loan, and counseling. The strength of the program lies in the cooperative efforts of the individual student, his or her counselor, and respective faculty working toward the student's success and independence. For several years now, disabled students who have participated in the program have had consistently higher grade point averages, fewer academic dismissals, and lower withdrawal rates than those who have not been involved in the program.

Contact person:

Name: *Kathryn Fosegan*

Title: *Coordinator, Center for Developmental Studies*

Address: *State University College of Technology at Alfred
Alfred, New York 14802*

Phone: *(607) 587-4122*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *State University College of Technology at Delhi*

PROGRAM TITLE: *Equipment for Handicapped Students*

DESCRIPTION:

The College has identified several special equipment needs for VEA handicapped students. Equipment identified to date includes IBM and Apple microcomputer workstations for the visual, hearing, and mobility impaired; tape recorders for use in class and lab; and a digital blood pressure cuff and auditory booster stethoscope for nursing.

Contact person:

Name: *Varnell Cole*

Title: *Vice President for Academic Affairs*

Address: *State University College of Technology at Delhi
Delhi, New York 13753*

Phone: *(607) 746-4164*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *State University College of Technology at Delhi*

PROGRAM TITLE: *Expanded Learning Skills*

DESCRIPTION:

The College has a Learning Center which provides students with additional assistance in math, reading, peer tutoring, and study skills. VEA has provided resources to expand those services for VEA students. New initiatives made possible by VEA include the use of computer software for math remediation and the use of professional tutors for learning disabled students.

Contact person:

Name: *Darnell Cole*

Title: *Vice President for Academic Affairs*

Address: *State University College of Technology at Delhi
Delhi, New York 13753*

Phone: *(607) 746-4164*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Sullivan County Community College*

PROGRAM TITLE: *Handicapped Students*

DESCRIPTION:

The Perkins Act funds are used to employ the equivalent of two full-time professional tutors to work a total of 30 hours a week with handicapped students on our campus. These 30 hours were distributed between seven different tutors, each with an academic specialty. The tutors receive inservice training for working with the handicapped. In addition to course work, they serve as advocates of handicapped students with respect to examinations, note-taking, handicapped-related absence, among others.

Contact person:

Name: *Allan W. Dampman*
Title: *Associate Dean of Faculty*
Address: *Sullivan County Community College*
Loch Sheldrake, New York 12759
Phone: *(914) 434-5750, Ext. 295*

TARGETED SPECIAL NEEDS POPULATION:

DISABLED

COLLEGE: *Ulster County Community College*

PROGRAM TITLE: *Friend/Tutor-Learning Disabled Students*

DESCRIPTION:

The purpose of the program was to identify vocational students who has learning disabilities and to provide them with assistance in their academic skills, coping skills and personal/emotional difficulties. Workshops and individual supervision provided didactic and experiential training and guidance to 11 (RSVP) volunteer tutors. By the second week of the semester, 34 students were matched with volunteer tutors for supportive tutoring in one or more subjects.

Contact person:

Name: *James Quirk, Director*
Title: *Counseling and Special Services*
Address: *Ulster County Community College*
Stone Ridge, New York 12484
Phone: *(914) 687-7621, Ext. 303*

DISADVANTAGED

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Bramson ORT Technical Institute*

PROGRAM TITLE: *Computer Programming*

DESCRIPTION:

Our Computer Programming course of study provides students with professional education and training in the rapidly growing data processing field. Graduates of the Diploma, Certificate and AAS degree programs are equipped with entry-level skills and the ability to continue their education in this field. The Computer Center currently has an in-house Prime 550A System, Apple and IBM PC microcomputer laboratories. Students who are unclear about career goals, aptitudes or educational interests are helped to assess their potential through personal counseling.

Contact person:

Name: *Howard J. Friedman*

Title: *Director*

Address: *304 Park Avenue South
New York, New York 10010*

Phone: *(212) 677-7420*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Bramson ORT Technical Institute*

PROGRAM TITLE: *Electronics Technology*

DESCRIPTION:

The AAS degree in Electronics Technology contains two areas of concentration: Electronics Technology and Computer Technology. Students take a common core of courses and nine credits in their area of concentration. All graduates can, with additional on-the-job training, handle service maintenance and repair activities; assist in the design and development of new devices; prepare reports; and write manuals and specifications under direction. The standard program prepares students for employment as customer and/or field service technicians, electronic repair and maintenance technicians, instructional sales representatives or service technicians. Students receive personal counseling and individualized instruction to help them achieve their educational goals.

Contact person:

Name: *Howard J. Friedman*
Title: *Director*
Address: *304 Park Avenue South*
New York, New York 10010
Phone: *(212) 677-7420*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Bramson ORT Technical Institute*

PROGRAM TITLE: *Secretarial Studies*

DESCRIPTION:

Students in these programs gain business and secretarial skills which prepare them for employment. The Certificate program prepares secretaries and word processors for the business world. The Word Processing Certificate program is designed to meet the growing need for personnel in the automated office environment of the modern business environment. The AOS Degree programs prepare executive and legal secretaries who will find employment in the fields of investment, insurance, banking, courts of law, government offices and legal departments of private corporations. Students receive personal counseling and individualized instruction to help them achieve their vocational goals.

Contact person:

Name: *Howard J. Friedman*
Title: *Director*
Address: *304 Park Avenue South*
New York, New York 10010
Phone: *(212) 677-7420*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Bronx Community College

PROGRAM TITLE: *Learning to Learn (LTL)*

DESCRIPTION:

The name "Learning to Learn" is derived from a program developed by Dr. Marcia Heiman for students experiencing academic problems. Enrolled in a college-credit course, students are given a curriculum of specially designed strategies for improving performance in their other courses. They meet with instructors and peer tutors for three hours a week. During one of the three hours, students show how they have applied the strategies taught. They are graded on their application of the strategies presented. An additional feature of this phase of the program is the composition of the faculty who teach the LTL courses. As volunteers, they represent several different disciplines. Weekly meetings among these instructors and a member of the counseling staff provide opportunities for continuous discussion of student progress. Approximately 100 students were served during the 1985-86 academic year. This semester, Spring 1987, approximately 150 students were enrolled in seven sections of LTL 10.

Informal evaluations of the course indicate that students tend to improve their test scores and grades as they apply skills to other content areas. In addition, participating faculty gain insights into how students learn. These insights as well as the LTL strategies are then applied to teaching in their own disciplines. More formal evaluative data is planned by comparing pre and post G.P.A.'s of students enrolled in this program.

Contact person:

Name: Carl J. Polowczyk

Title: Dean of Academic Affairs

Address: West 181 St. & University Ave.
Bronx, New York 10453

Phone: (212) 220-6185

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Bronx Community College

PROGRAM TITLE: Tutoring: Disadvantaged Students

DESCRIPTION:

Tutoring is a critical need for Bronx Community College students. VEA funds have enabled the College to set up a number of special programs to provide individual and small group tutoring in a variety of areas including Computer Assisted Instructional programs in a Microcomputer Learning Laboratory, and individualized diagnostic/prescriptive tutorials for speech/communication in a Speech Lab. With the use of VEA funds, recruitment support and tutorial assistance have been available for students in biology, business and commerce, chemistry, communications, electrical and mechanical engineering, English, mathematics, modern languages, nursing, physics, secretarial studies, and special education services. An evaluation of the tutoring programs confirmed their importance for students. Seventy percent of those tutored received at least a grade of "C" in the courses for which they received tutorial assistance. Approximately 1200 of this group have shown higher GPA's. Qualitative differences were also evident in increased classroom participation and higher test scores among students who received these additional services.

Contact person:

Name: Carl J. Polowczyk
Title: Dean of Academic Affairs
Address: West 181 St. & University Ave.
Bronx, New York 10453
Phone: (212) 220-6185

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Cayuga Community College

PROGRAM TITLE: Professional Tutoring

DESCRIPTION:

The Professional Tutoring Program provides highly individualized assistance in English, mathematics and study skills. The primary activities of the program include identifying and scheduling individual students in need of remediation, diagnosing their skill needs, and planning and implementing an individual educational plan for each student. Last year 145 students were assisted. This year the projected number of students served should approach 200, up 38% from 1985-86. A major goal is that students served will show improvement in skills and knowledge. Progress toward this goal was measured in terms of student success rates in the courses supported by the tutoring. Those who were tutored had a significantly higher course success rate (22%) than those who were not.

Contact person:

Name: David P. Martin

Title: Coordinator, Learning Skills Center

Address: Cayuga Community College
Auburn, New York 13021

Phone: (315) 252-1745

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Columbia-Greene Community College*

PROGRAM TITLE: *Tutorial Services*

DESCRIPTION:

Four Peer Tutors are provided thru VEA funding. They are housed in the Learning Center and are available to all basic skills students. As a result of the assistance given by the Peer Tutors, performance in the basic skill courses has shown tremendous improvement. Retention is improved and students are using the Learning Center more frequently.

Contact person:

Name: *Patricia McGoldrick*
Title: *Assistant Dean of Instructional Affairs*
Address: *Box 1000*
Hudson, New York 12534
Phone: *(518) 828-4181, Ext. 350*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Community College of the Finger Lakes*

PROGRAM TITLE: *EOP Summer Program*

DESCRIPTION:

The EOP Summer Program is a week-long orientation program for new EOP freshmen. The program consists of two parts: self awareness and college survival skills. Self awareness includes such topics as values clarification, achievement motivation, personal growth, goal setting, risk taking, etc. College survival skills consists of SQRRR, Notetaking, Test Taking, Listening, Memory, Time Management, Stress Management, Financial Aid, and college orientation and tour. Students have individual and group work as well as homework assignments. The program is graded on a Satisfactory/Unsatisfactory basis. An evaluation and graduation ceremonies are held at the end of the week.

Contact person:

Name: *Peggy Champaigne*

Title: *EOP Director*

Address: *Lincoln Hill
Canandaigua, New York 14424*

Phone: *(716) 394-3500, Ext. 269*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Community College of the Finger Lakes*

PROGRAM TITLE: *Microcomputer Assisted Instruction in Basic Skills*

DESCRIPTION:

A microcomputer classroom was created to provide computer assisted instruction to students who needed basic skills upgrading in writing, reading and mathematics. The writing classes in the division of developmental studies, adult basic education and high school equivalency programs were the primary recipients. Success was measured by grades in courses and passing the college's exit essay exam or the State's GED exam. In Fall 1986 alone, 548 students were served; 229 of these were adults over the age of 21; 22 were handicapped and 6 were ESL. The program was examined by a representative of the Bureau of Grants Administration and was found exemplary. It was also featured in the December 1986 edition of Continuing Education Update produced by Albany Educational Television.

Contact person:

Name: *Susan D. Huard*

Title: *Assistant Professor, Developmental Studies Division*

Address: *Community College of the Finger Lakes
Canandaigua, New York 14424*

Phone: *(716) 394-3500, Ext. 389*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Corning Community College*

PROGRAM TITLE: *VEA/Special Services Project*

DESCRIPTION:

The overall program goal is retention in occupational degree and certificate programs. A VEA Career/Academic Support Program follows through course-taking to graduation and job search. Working with 185 Disadvantaged and Disabled students, focusing on providing Career Search and Counseling---Networking, Job Shadowing, Interviewing & Resume Technologies, Interest & Aptitude Assessment and providing tutors or note-takers where needed in academic courses.

Program strengths are: strong connections with area agencies (such as NYS Job Service, Private Industry Council, Office of Vocational Rehabilitation, Manpower, Association for Information for the Disabled), emphasis on facilitating career and academic options (1 on 1 basis), informing students of fluctuations in employment opportunities, keeping career goals in line with realistic expectations for future employment.

Contact person:

Name: *Diann Piersons*
Title: *VEA Career Counselor*
Address: *Corning Community College*
Corning, New York 14830
Phone: *(607) 962-9459*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Elizabeth Seton College

PROGRAM TITLE: College Assistance Program for Learning Disabled Students

DESCRIPTION:

Students accepted in the College Assistance Program have been previously diagnosed as learning disabled. They are integrated into regular academic programs and classes while receiving support services provided by professional tutors and counselors. Students are given all types of support in order to insure their chances to succeed in college. The program is small and each student receives a great deal of individual attention. The College Assistance Program has its own center for tutoring, computer-assisted instruction and private counseling sessions.

Contact person:

Name: Sandi Galst
Title: Director, CAP Program
Address: 1061 North Broadway
Yonkers, New York 10701
Phone: (914) 969-4000

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Erie Community College*

PROGRAM TITLE: *Outreach Services*

DESCRIPTION:

Vocational Recruitment Counselors provide outreach services to community agencies and organizations. They assist the individual from identification through development of an educational plan. Guidance is provided in completing applications for admissions and financial aid and from the placement testing through registration. Continuous monitoring and tracking is done throughout their stay at the institution.

A Vocational Program Specialist helps to prepare them for a job search at the conclusion of their academic program as well as seeking job opportunities from area employees.

Contact person:

Name: *B. Paul Hodan*

Title: *Assistant Director of Student Services*

Address: *4140 Southwestern Blvd.
Orchard Park, New York 14127*

Phone: *(716) 648-5400, Ext. 213*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Fashion Institute of Technology

PROGRAM TITLE: Comprehensive Services for LEP Students

DESCRIPTION:

F.I.T. has established a comprehensive program of diagnosis, placement, guidance and counseling to assist LEP students in overcoming barriers which they face in entering and succeeding in vocational education. The program has three essential elements which make it effective: (1) An LEP coordinator supervises both day and evening LEP programs. This "bridge" position has created a channel through which day and evening faculty can communicate and consult. This process has brought about substantive improvements in the standards of the program and in the conduct of the program. For example, cross-grading of exams was introduced to qualify grading standards. (2) A team teaching model in which faculty use collaborative learning based on peer review has been adopted for two courses for students who require intensive remediation in reading and writing skills in order to succeed in an A.A.S. vocational program. Student skills have perceptibly improved as measured by class grades and the rate of attrition of LEP students which has declined in these classes. (3) The faculty has produced audio materials for use in the language laboratory by LEP students. The materials are adult level and relate to the student's vocational interest.

Contact person:

Name: Cynthia Wellins
Title: Grants Coordinator
Address: 227 West 27 Street
New York, New York 10001
Phone: (212) 760-7652

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Herkimer County Community College

PROGRAM TITLE: The College Learning Center

DESCRIPTION:

In *the* College Learning Center, individual and small group tutoring by *professional* academics is provided. All subjects are covered - especially Language Arts & Mathematics.

Also Apple and IBM compatible computers are available, along with *extensive* software, in Language, Math, Accounting, *Word* Processing, Computer *Literacy*, etc.

Contact person:

Name: William E. Pelz
Title: Chairman, Humanities/Social Science Division
Address: Herkimer County Community College
Herkimer, New York 13350
Phone: (315) 866-0300, Ext. 200

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Hudson Valley Community College

PROGRAM TITLE: Advisement and Testing

DESCRIPTION:

Our program of "Placement and Planning" sessions consists of basic skills placement testing, recommendations for remedial/developmental coursework, and academic advisement. Academically disadvantaged students in need of special attention are identified through testing, and appropriate recommendations are provided for remedial/developmental coursework and other modifications in academic programs such as reduced course loads. Advisement, which follows each testing session, ensures that these students received individual attention by trained professionals sensitive to their special needs. The major strength of our program is in its comprehensiveness and coordination. Students are assessed in reading, writing, arithmetic, elementary algebra, and study skills. Tests are scored as soon as they are finished, and recommendations, which are tailored to specific departmental requirements, are provided in time for the academic advisement following testing. In addition, during the time when tests are being scored, students participate in an orientation program consisting of financial aid information and study skills tips. Our "Placement and Planning" sessions are truly designed not just to test and place students, but to help them plan how to get off to a strong and successful start in their college careers.

Contact person:

Name: Beverly Geisler
Title: Director, Advisement & Testing
Address: 80 Vandenburg Avenue
Troy, New York 12180
Phone: (518) 270-7234

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Hudson Valley Community College

PROGRAM TITLE: Learning Assistance Center

DESCRIPTION:

The Learning Assistance Center is centrally located in the Learning Resources Center in an open space 40' x 90'. It serves students in need of academic support in the area of math, reading, study skills, writing and tutoring in most courses. The Center is staffed by three full-time faculty, one full-time secretary, one full-time coordinator, two part-time faculty, and seven work-study aides. The Learning Assistance Center also serves the lab requirements of basic skills courses in arithmetic, reading, and writing. Average daily use is 110 students. Average visit stay is 69 minutes. Student user evaluations universally credit the LAC with improved grades.

Contact person:

Name: Edward F. Wightman
Title: Director, Learning Assistance Center
Address: Hudson Valley Community College
80 Vandenburg Avenue
Troy, New York 12180
Phone: (518) 270-7230

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Jamestown Community College (Olean Campus)

PROGRAM TITLE: The Junction

DESCRIPTION:

The Junction, or Learning Assistance Center, has grown from a part-time to full-time operation with the help of Carl Perkins Vocational Education Act funding. Having taught college composition, developmental reading, study skills, and developmental writing, the coordinator has achieved an integrated and coordinated approach to helping students with limited English proficiency, a major part of our disadvantaged population. Faculty support and participation have aided in the success of these efforts. Rather than just sending students to a "lab," faculty are actively involved in the Junction. Many spend part of their office hours in the center; others come for editorial assistance or to use the word processors; still others frequently use reference materials focused on reading and writing-across-the curriculum. Students, who have been referred by faculty or who have been indentified through placement testing, work on word processors (which we've found invaluable in building language skills), an expanded collection of software, or with peer tutors. A special program for building vocabulary skills has been instituted. Additional keys to the coordinated efforts are in-class presentations on reading skills, in-service workshops for public school teachers, distribution of reading and writing materials to faculty, participation in developmental studies planning, maintenance of the Reading Parlour, and, when necessary, referrals to Literacy volunteers, G.E.D., E.S.L. and diagnostic clinics. In sum, the Junction is striving to be the hub of learning activity on the campus, rather than just a drop-in center or lab.

Contact person:

Name: Deborah M. Simpson

Title: Coordinator, Learning Assistance Center/J.C.C.

Address: 244-250 North Union St.
Olean, New York 14760

Phone: (716) 372-1661, Ext. 131

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Jefferson Community College*

PROGRAM TITLE: *Occupational Training Center (Model Office)*

DESCRIPTION:

The Office Technologies Department has developed a Model Office facility which provides a realistic office setting in which advanced office students provide office services for on-campus offices and non-profit off-campus organizations. This actual office experience provides the capstone in students' preparation by allowing them to use state-of-the-art equipment and ergonomically correct furniture in a landscaped office. The facility also features a conference area, a vendor display area, and a reception area. Office standards are applied to student work, dress, and performance.

Contact person:

Name: *Keith T. Vando*
Title: *Chair, Business Division*
Address: *Jefferson Community College*
Watertown, New York 13601
Phone: *(315) 782-5250*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Kingsborough Community College

PROGRAM TITLE: The Academic Advisement Center for At-Risk Students

DESCRIPTION:

Students on probation or "pre-probationary" after one semester are invited to the center for academic advisement and counseling. Students are assigned to a faculty member from their career program to plan the courses for the next term and develop a progress contract setting short-term goals that are evaluated and revised throughout the term. Advisors review the specific nature of the student's academic difficulties and refer them to the appropriate support services available at the College (tutoring, aptitude testing, speech and hearing center, personal counseling). Advisors follow-up on student progress in preparation for the next scheduled advisement session and revision of progress contract.

Contact person:

Name: Eric Willner
Title: Director, Academic Advisement Center
Address: 2001 Oriental Blvd.
Brooklyn, New York 11235
Phone: (718) 934-5365

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: LaGuardia Community College

PROGRAM TITLE: Cooperative Education: The Placement of LaGuardia Community College Students As Vocational Training Aides in High School Computer Science Courses

DESCRIPTION:

This program places college-level data processing students as vocational training aides in high school computer science courses. The strength of this program lies in the direct benefits to both the LaGuardia and high school students. The program provides LaGuardia students with the opportunity to: a) utilize the technical skills learned in the classroom in tutoring high school students, thus reinforcing the classroom learning, b) gain additional social skills and confidence by virtue of the nature of the vocational training aide role, and c) explore teaching as a career option. The high school students receiving the tutorial assistance benefit from this program by receiving one-to-one assistance in areas of academic weakness in data processing.

Contact person:

Name: Irwin Feifer
Title: Dean of Cooperative Education
Address: 31-10 Thomson Avenue
Long Island City, New York 11101
Phone: (718) 482-5215

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED-FACULTY DEVELOPMENT

COLLEGE: LaGuardia Community College

PROGRAM TITLE: Microcomputer Training Program for LaGuardia English
Writing Faculty

DESCRIPTION:

The aim was to improve student writing by introducing faculty to the benefits of teaching writing using word processing and some computer-assisted instruction on the microcomputer. Three instructors met with fifteen members of the writing faculty for two 70-minute periods each week for nine weeks. Sessions were modeled on actual lesson plans developed by the instructors.

As a direct result of the training program, six faculty members are currently teaching writing courses using microcomputers.

Contact person:

Name: Daniel Lynch

Title: Professor

Address: 31-10 Thomson Avenue
Long Island City, New York 11101

Phone: (718) 482-5070

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: LaGuardia Community College

PROGRAM TITLE: The Reading/Accounting Pair

DESCRIPTION:

The Reading/Accounting Pair, a joint project of LaGuardia's Accounting and Communication Skills Departments links the top-level basic reading course with Introductory Accounting (AMA101). The reading course and accompanying lab sessions provide support for the accounting course by focusing on materials related to accounting in particular and the business world in general. The passing rate in AMA 101 for the initial group of students enrolled in the Pair was above average for this high risk group.

Contact person:

Name: Gary DeFrancesco
Title: Director, Grants Development
Address: 31-10 Thomson Avenue
Long Island City, New York 11101
Phone: (718) 482-5070

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Mater Dei College

PROGRAM TITLE: Learning Skills Center/Development Semester

DESCRIPTION:

The specific purpose of a Learning Skills Center's Developmental Semester project is to strengthen and develop basic reading; communication skills, both oral and written; mathematics; and study skills for those students whose academic background is inadequate for college-level study, or for those who are returning to college classes after an interrupted academic career. This purpose will be addressed and achieved through basic skills placement testing, extensive tutoring, a program of developmental courses, the use of individualized methods and materials, computer-assisted instruction, and regularly scheduled counseling sessions.

Contact person:

Name: H. Raymond Johnson
Title: Academic Dean
Address: Mater Dei College
Riverside Drive
Ogdensburg, New York 13669
Phone: (315) 393-5930, Ext. 305

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Medgar Evers College

PROGRAM TITLE: Tutoring and Career Counseling

DESCRIPTION:

We have been able to provide extended tutoring and career counseling to students enrolled in Computer Science Applications and Secretarial Science. In the Fall of 1986, there were 299 students enrolled in Vocational Educational Programs. From this group, a total of 141 hours of tutoring was provided for 117 student contacts. This meant that students were able to attend tutoring sessions in the evening. In addition, Operation "Discover" was given a trial run and is being utilized to assist in the process students use to make important career decisions. This program is self-guided and self-directed.

Contact person:

Name: Phyllis Buford
Title: Associate Dean of Academic Affairs
Address: Medgar Evers College
1150 Carroll Street
Brooklyn, New York 11225
Phone: (718) 735-1872

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Mohawk Valley Community College

PROGRAM TITLE: Learning Achievement

DESCRIPTION:

Remedial reading courses and reading tutoring are offered in the Learning Achievement Department. Our reading instruction has been significantly improved through the use of computer hardware and software. In our courses we are able to motivate students more effectively and to provide specific instruction in eye movement, column reading and paced reading. The individual tutoring supports students who are seriously underprepared and students with limited English potential through an enhanced "language experience" software that reduces considerably their level of frustration. It has made possible the adoption of a mastery learning approach. We have also offered a program of pre-collegiate basic skills courses to adult learners. Most of those who complete the program have continued to other college courses.

Contact person:

Name: Frank M. Jackson
Title: Department Head, Learning Resources
Address: 1101 Sherman Drive
Utica, New York 13501-5394
Phone: (315) 792-5580

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Monroe Community College

PROGRAM TITLE: Developmental Education

DESCRIPTION:

Developmental Education is designed to help prepare disadvantaged and/or underprepared students for college-level courses. Our services, i.e., tutoring, study skills, learning lab (basic skills), are also available to regular matriculated disadvantaged students, on a drop-in and faculty referral basis.

The Tutorial Project has been explained to disadvantaged students enrolled in other programs.

The Learning Center provides services to students in other programs, drop-ins and referrals, and tests students suspected of having a deficiency in the basic skills so faculty can assist them in upgrading deficiencies.

The Special Services Project provides advisement that bridges assessment scores with developing career awareness and the importance of strong basic skills.

Cross-cultural advisements are available for disadvantaged students who are speakers of other languages.

Contact person:

Name: Kenneth L. Humphrey
Title: Dean, Developmental Education
Address: 1000 East Henrietta Road
Rochester, New York 14624
Phone: (716) 424-5200, Ext. 7340, 2341

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Nassau Community College

PROGRAM TITLE: Computers & The Educationally Disadvantaged Student

DESCRIPTION:

Our aim has been to improve the writing ability of disadvantaged college students in career programs---those scoring in the lowest 2 deciles on both the reading and writing placement tests have been introduced to the word processor as a composition tool. Many of these students, having mastered the marketable skill of word processing, become more engaged in the writing process. They are particularly encouraged because it has become much easier for them to read, revise and edit their texts.

Contact person:

Name:	Toby Anne Bird	Diana Wienbroer
Title:	Assistant Professor	Professor
Address:	English Department	
	Garden City, New York	11530
Phone:	(516) 222-7185	

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Nassau Community College

PROGRAM TITLE: Nassau/Coordinating Agency for Spanish-Americans/ESL Program

DESCRIPTION:

The program involves a cooperative consortial effort between the College and CASA (Coordinating Agency for Spanish-Americans), a community based agency of the county of Nassau. The College currently provides instruction in four classes at three levels of English as a Second Language: Basic, Intermediate, and Advanced. The Advanced level is a pre-college program designed to feed into campus programs of ESL. The CASA site is a storefront building located on the main street of Hempstead in an area of large Hispanic population, and the agency provides counseling and a wide range of services to the Hispanic population, including the use of mobile van for on-site services. There are currently eighty-five students in the program. About 75% have received counseling and other assistance from the CASA staff, in addition to instruction.

Contact person:

Name: Ronald R. Ryan

Title: Dean, Community Services

Address: Stewart Avenue
Garden City, New York 11530

Phone: (516) 222-7487

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED
(WOMEN)

COLLEGE: New York City Technical College

PROGRAM TITLE: Access for Women

DESCRIPTION:

Gaining Access: A program which prepares 60 women receiving AFDC for further education, training or employment in non-traditional careers. It includes intensive work on math and mechanical skills, personal and career counseling and job readiness workshops. The program is in its first year and placements are still in progress. Out of an initial 33 women, 20 are continuing their education; 3 are in training programs in non-traditional areas; 1 is enrolled in Electrical Mechanical Engineering in the College and 5 are or expect to be employed.

High School Pre-Tech Program: A technology and math program targeting 30 low-income female students to encourage their interest and persistence in non-traditional technical fields, and to improve their understanding of the relationship between math and the pursuit of technical fields. Students' attitudes concerning math and their confidence in doing math improved dramatically as indicated by pre- and post-assessments. A majority also indicated an interest in continuing their education in a technical field.

Women in Technical Careers: A program targeting 35 women who are unemployed or employed in low-income, dead-end jobs and who wish to change careers to a non-traditional technical field. The program prepares them to enter technical fields on the college-level by improving their math skills. It provides them with an orientation to a broad range of technologies and with career and academic advisement. Approximately one-half of the graduates enter a non-traditional technical degree program at the end of the program.

Contact person:

Name: Sandy Weinbaum

Title: Director

Address: New York City Technical College
300 Jay Street, M-407
Brooklyn, New York 11201

Phone: (718) 643-3221 or 643-4626

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: New York City Technical College

PROGRAM TITLE: Building/Housing Superintendents Training Program

DESCRIPTION:

The curriculum encompasses heating, refrigeration, boilers and combustion of fuels, building maintenance and repair, operation of building mechanical systems, electrical systems, multi-family building management, sanitation, and codes. More than 70% of the program graduates were placed on jobs at hourly rates between \$6.00 and \$11.00. At the conclusion of (VEA) funding, the program was introduced in the College's Environmental Control Technology Department as a one-year credit, certificate program.

Contact person:

Name: Herman C. Thomas
Title: Assistant Director, Apartment House Institute
Address: New York City Technical College
450 West 41st Street, Room 603-A
New York, New York 10036
Phone: (212) 239-1661

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: New York City Technical College

PROGRAM TITLE: Computer Controlled Multimodal Language Skills Development Program for Disadvantaged Adult Students in Career Programs

DESCRIPTION:

A computer operated tutoring program has been created providing supplemental individual basic language skills instruction to students who failed the CUNY reading and/or writing proficiency tests. The framework for designing the modules of instruction is based on a structural linguistic communication model. An open-design operating system enables materials to be readily edited, modified or revised. An Apple III computer with off-the-shelf components permits digital recording of speech stimuli. The use of a touch-screen simplifies student operation of instructional material.

Basic to successful language skills instruction is the multimodal (presenting text simultaneously with recorded speech) format which enables students to hear as well as see specific linguistic features. This is critical for students from those non-standard dialect communities whose pronunciations and grammatical usage diverge markedly from the mainstream patterns. Students presented with instructional material both visually and auditorily, become aware more readily of the differences between standard and nonstandard dialect patterns.

Contact person:

Name: David Dunner

Title: VEA Project Director

Address: Division of Liberal Arts and Sciences N910
300 Jay Street
Brooklyn, New York 11201

Phone: (718) 643-8560

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Niagara County Community College*

PROGRAM TITLE: *Minority Outreach Program*

DESCRIPTION:

The College, using VEA funds, hired a 3/4 time minority outreach Coordinator. This Coordinator serves as administrative assistant to the Task Force on Black Concerns. The Coordinator handles the newly created and VEA funded book loan fund. This Fall, Niagara County Community College had 140 black students and according to the database, now have 171 students, an increase when normally a decrease occurs from fall to spring. The coordinator works weekly with high school groups.

Contact person:

Name:	<i>Rhonda Dyess Hands</i>	<i>Jane Haenle</i>
Title:	<i>Minority Outreach Coordinator</i>	<i>Dean of Students</i>
Address:	<i>Sanborn, New York 14132</i>	
Phone:	<i>(716) 731-3271, Ext. 388 or 121</i>	

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: Onondaga Community College

PROGRAM TITLE: Supplemental Instruction

DESCRIPTION:

While students who are having difficulty in a course usually perceive their need as content oriented, it is clear that often a student performs poorly because s/he lacks the reasoning skills necessary to master the course content. The Supplemental Instruction program at O.C.C. provides voluntary study groups attached to selected entry level courses. These study groups meet at least twice each week and are led by an SI leader whose role is that of "model student." SI leaders are often students who have successfully completed the course the semester before, but can also be professionals with expertise in reading and study skills or retired people from the community with real-life experience in the discipline. The SI leader does not re-teach the material, but instead models the reasoning skills and study skills necessary to meet the challenge of the particular course. Supplemental Instruction provides a support bridge for disadvantaged students who have completed the remedial/developmental sequence and are entering credit courses. In addition, SI has been extremely effective with adults returning to school, many of whom have weak study skills. It is our experience that it is these two groups of students who utilize SI the most.

SI was piloted with four courses in the Spring of 1986, and currently supplements are being run on eight courses. The program is off to a very good start. Workshops and materials have been provided for many area institutions considering the adoption of SI.

Contact person:

Name: Barbara Risser
Title: Assistant Professor of English/Reading
Address: Onondaga Community College
Route 175
Syracuse, New York 13215
Phone: (315) 469-7741, Ext 319 or 266

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Schenectady County Community College*

PROGRAM TITLE: *Developmental Studies Unit*

DESCRIPTION:

Funded in part by Perkins Act appropriations, the Developmental Studies Unit's Learning Center has evidenced dramatic expansion of Computer Assisted Instruction, Peer Tutoring, and expanded operational hours. Geared toward basic college skills applications, CAI equipment and software resources have been regularly enhanced. VEA appropriations have also permitted specialized CAI software familiarization workshops for faculty.

Contact person:

Name: *Mary Jane Dike*
Title: *Coordinator of Developmental Studies*
Address: *Schenectady County Community College*
78 Washington Avenue
Schenectady, New York 12305
Phone: *(518) 346-6211*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *State University Agricultural and Technical College at Cobleskill*

PROGRAM TITLE: *Academic Skills Center*
(Co-sponsor: JTPA)

DESCRIPTION:

The Academic Skills Center is composed of seven professional staff members, including a director, two counselors, an education specialist and three faculty members. The staff teaches study skills, reading/writing, math; offers counseling; assists in job search skills, provides computer-assisted instruction and offers a strong G.E.D. program. Through a combination of college/community services, the Center has served approximately 1,500 clients since its creation in 1985. By articulating with such community services as SCCAP, Department of Social Services; the College's Counseling Center, EOP Office and Office of Continuing Education and Public Service Division, the Center has built a reputation as a place where effective help in the above skills areas can be received. Through use of ACT's Discover for Adults program, the counselors have developed a computer-assisted counseling and career development program. The Center's reading/writing/math lab has been outfitted with IBM (or compatible) microcomputers, printers, a software library (including word processing, writing, reading, math reasoning, etc.).

Contact person:

Name: *W. Clifton Collins*
Title: *Assistant Dean of Academic Affairs*
Address: *Cobleskill, New York 12043*
Phone: *(518) 234-5528*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *State University Agricultural and Technical College at Morrisville*

PROGRAM TITLE: *Pre-Vocational Remediation for Disadvantaged Students*

DESCRIPTION:

The intent of this program is to offer educationally disadvantaged students a formal program of tutoring, basic skills courses and individualized remedial assistance. Staff members specialize in math, reading and writing remediation using courses and tutoring together to focus on specific deficiencies of students who are identified either during the admissions process, through placement testing or by referrals from faculty. Extensive use of computer-assisted instruction allows students to progress at their own pace and makes it possible for a staff of four to deal with several hundred clients at any point in the semester. Staff have termed the effort a success at this stage, one and one-half years into the program.

Contact person:

Name: *Victoria Ruley*

Title: *Director, Developmental Learning Center*

Address: *State University Agricultural & Technical College
Morrisville, New York 13408*

Phone: *(315) 684-6042*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *State University College of Technology at Alfred*

PROGRAM TITLE: *Alfred State Opportunity Program*

DESCRIPTION:

Students identified as academically disadvantaged, which includes those who are limited in English proficiency, receive assistance through assessment, counseling, and modified instructional activities and materials. Special courses and tutorial aid for the improvement of reading, math, and study skills (especially in the sciences) are offered. Other services include orientation to college and instruction in the use of computers plus drill and review of content material through computer aided instruction. Special arrangements for students with limited English proficiency might include language improvement instruction, notetaking assistance and testing accommodations. Students have reported a high degree of satisfaction with the services provided. Retention and graduation rates are being studied.

Contact person:

Name: *Trudi M. Schwert*

Title: *Acting Director, Center for Developmental Studies*

Address: *State University College of Technology at Alfred
Alfred, New York 14802*

Phone: *(607) 587-4122*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Suffolk County Community College - Eastern Campus*

PROGRAM TITLE: *Criminal Offenders Program/Re-Rout Program*

DESCRIPTION:

Last year the Eastern Campus embarked on a rather novel approach to serving the prison population of Suffolk County. They designed a program which allowed inmates, after being screened by both the Sheriff's Department and their own counseling staff, to enter a program of full-time study at the Eastern Campus. Over the span of a year, approximately 150 inmates were screened and 26 actually enrolled in college-level courses. After a battery of tests to determine academic preparation, these inmates left the jail five afternoons a week and attended a block of classes each day. The classes included such courses as Math, English, Notehand, Psychology, Sociology, Typing, and College Seminar. These courses were taught on a regular college level. The College Seminar course was designed to provide both group counseling and personal counseling.

The program proved extremely successful and had about a 95% completion rate. We have found that this population is an extremely time consuming population to work with. They have a myriad of problems that require constant monitoring if they are to be successful. The program, through its own merits, won a national award.

Contact person:

Name: *Randolph H. Manning*

Title: *Dean of Instruction*

Address: *Suffolk County Community College - Eastern Campus
Speonk-Riverhead Road
Riverhead, New York 11901*

Phone: *(516) 369-2600, Ext. 245*

TARGETED SPECIAL' NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Sullivan County Community College*

PROGRAM TITLE: *Disadvantaged in Prison Program*

DESCRIPTION:

The Perkins Act funds are used to assist in payment of the College's Director of Inmate Education who supervises the academic programs at the Woodbourne and Sullivan Correctional Facilities. Vocational programs include Alcoholism and Drug Abuse, Business Administration, Computer Operator, Food Services, and Paralegal Assistant. Computer and Food Services laboratories have been set up in the facilities, and an inmate tutorial system is being developed. About 130 prison inmates are enrolled.

Contact person:

Name: *Allan W. Dampman*
Title: *Associate Dean of Faculty*
Address: *Sullivan County Community College
Loch Sheldrake, New York 12759*
Phone: *(914) 434-5750, Ext. 295*

TARGETED SPECIAL NEEDS POPULATION:

DISADVANTAGED

COLLEGE: *Ulster County Community College*

PROGRAM TITLE: *The Math Place (Times²)*

DESCRIPTION:

"Times²" is a math tutorial program designed to serve the needs of educationally disadvantaged, vocational education students. It is a drop-in tutoring service as well as a peer tutoring service. During the course of the year, "Times²" has assisted more than 190 students, most of whom were enrolled in remedial math courses.

Contact person:

Name: *Fredric Misner*

Title: *Division Chairman, Math/Science Department*

Address: *Ulster County Community College
Stone Ridge, New York 12484*

Phone: *(914) 687-7621, Ext. 259*

REDUCING BIAS/STEREOTYPING &
SINGLE PARENTS/HOMEMAKERS

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING

COLLEGE: *The Culinary Institute of America*

PROGRAM TITLE: *Reducing Sex Bias*

DESCRIPTION:

A preliminary survey of female graduates of the Culinary Institute of America was undertaken to study and learn more about the unique problems facing female graduates currently employed in the food service industry. The results identified particular problems that appear to be uniquely encountered as a result of being female in the food service industry. As a result of this survey, the CIA has submitted and received for 1987-88 a formal application for a Sex Equity grant under Title II Part A of the Perkins Vocational Education Act.

It is anticipated that the implementation of the grant will assist in the elimination of sex discrimination in the culinary arts field of the food service industry.

Contact person:

Name: *Lawrence H. Monaco*
Title: *Director of Special Projects*
Address: *The Culinary Institute of America*
Hyde Park, New York 12538
Phone: *(914) 452-9600*

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING

COLLEGE: *Niagara County Community College*

PROGRAM TITLE: *Women in Technology*

DESCRIPTION:

Combining an outreach, recruitment program and an internal support group, the numbers of women entering the technologies have increased from 3 to 16 students. The outreach program includes the visiting of career classes, the workshop for high school guidance counselors and on-campus Women in Technology workshops. The second year of the grant included the hiring of a full-time coordinator whose office is in the Math Science Technology Division office. An excellent advisory board assists the coordinator.

Contact person:

Name: *Virginia Taylor*
Title: *Coordinator, Women in Technology*
Address: *Niagara County Community College
Sanborn, New York 14132*
Phone: *(716) 731-3271, Ext. 377*

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING

COLLEGE: *State University Agricultural and Technical College at Morrisville*

PROGRAM TITLE: *Recruiting Men & Women for Non-traditional Careers*

DESCRIPTION:

A counselor focuses on career opportunities outside of traditional occupations for men and women in presentations to a variety of audiences. High school faculty have used the counselor to make in-class presentations and college night programs have been used as a forum for these presentations as well. In light of the constraints imposed upon students to select a career path early in their secondary school experience in order to satisfy the more rigid Regents' requirements, we have targeted junior high school students with this presentation and found them to be very receptive to the message. Because of the target group, it will be several years before we see whether significant results are achieved.

Contact person:

Name: *Marybeth Hess*

Title: *Admissions Counselor*

Address: *State University Agricultural & Technical College
Morrisville, New York 13408*

Phone: *(315) 684-6046*

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: State University College of Technology at Alfred

PROGRAM TITLE: Operation AWARE

DESCRIPTION:

Through a Sex Equity Grant awarded in August 1986, Alfred State College established Operation AWARE (Adults Working to Advance through Retraining and Education). The project is designed to recruit and enhance retention of men and women age 21 and over in programs considered non-traditional for their sex. The target population, a group facing the double bias of sex and age, is provided services prior to entry, after enrollment, and in preparation for job placement after graduation. Adult learners tend to have unique needs generated by family responsibilities, financial difficulties, part-time work responsibilities, lack of career information, and lack of confidence. The pre-entry services of Operation AWARE, key factors in adult student persistence and retention, are designed to provide early intervention in an attempt to maximize success. These services include career planning, financial aid planning, basic skill assessment, coping strategies, curriculum choice and educational planning and general orientation.

Contact person:

Name: Trudi Schwert
Title: Acting Director, Center for Developmental Studies
Address: State University College of Technology
Alfred, New York 14802
Phone: (607) 587-4122

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *State University College of Technology at Delhi*

PROGRAM TITLE: *Comprehensive VEA Plan - Day Care*

DESCRIPTION:

VEA funds have been used to subsidize child care services for VEA students in the new non-profit, privately incorporated day care center located on the Delhi campus. VEA subsidies are determined by three variables: parent income, student contact hours, and the number of family children requiring care.

Contact person:

Name: *Darnell Cole*
Title: *Vice President for Academic Affairs*
Address: *State University College of Technology
Delhi, New York 13753*
Phone: *(607) 746-4164*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS
ADULTS IN NEED OF TRAINING/RETRAINING, DISADVANTAGED

COLLEGE: Cazenovia College

PROGRAM TITLE: Vocational/Educational Seminar

DESCRIPTION:

Single parents, adults and homemakers who are in transition attend a seven-week seminar to address educational and vocational needs. Included are topics on self-esteem, career guidance, educational guidance, budgeting, time management and stress management. The program allows adults to feel comfortable on a college campus, to form a support group, and to acquire necessary information for entering school or an occupation. This process is enhanced by use of vocational testing and a computer-assisted vocational search (SIGI).

Contact person:

Name: Virginia Felleman
Title: Director, Continuing Education and Occupational Studies
Address: Cazenovia College
Cazenovia, New York 13035
Phone: (315) 655-8419

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Clinton Community College*

PROGRAM TITLE: *College on Saturday/Community Specialist*

DESCRIPTION:

The College has been able to provide academic advisement, career planning and placement and referral by expanding its offerings in the evenings and on Saturdays. Based on a community needs assessment and prior student contacts, the College has expanded its direct services to better serve single parent/homemakers and adults. Enrollment by adults and single parents has increased dramatically in both our credit and credit-free programs. Many adults utilize Saturday classes as a viable alternative to day or evening and are able to increase the courses they take.

Contact person:

Name: *Michael Schwartz*
Title: *Associate Academic Dean*
Address: *Clinton Community College*
Plattsburgh, New York 12901
Phone: *(518) 561-6650*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Columbia-Greene Community College*

PROGRAM TITLE: *Single Parent/Homemaker and Re-entry Adults*

DESCRIPTION:

A special program assistant gets 10-12 hours a week released time from regular JTPA duties to coordinate activities for both Single Parent/Homemaker and Re-entry Adults. The JTPA Office of Employment and Training is housed at Columbia-Greene Community College. The JTPA and VEA linkage is strong due to this arrangement. A Single Parent survey is underway as numbers from this population have been unavailable to date. Several workshops are scheduled this semester targeting the potential needs of Single Parents. Topics include: "On Being A Single Parent," "Time Management for Single Parents" among others. A brochure targeting SP/H has been designed and is in print. These brochures outline the supportive services that are offered at Columbia-Greene to assist a SP/H in returning to school. Some of these services include special workshops, scholarships for the day care center located on campus, admissions information, counseling services, and financial aid information.

A special supportive services listing has been prepared for the two-county area. Some Single Parents have expressed an interest in developing informal support groups, one in the evening and one during the day. These will be implemented soon. A special bulletin board displays various information that might be useful to SP/H. As JTPA has knowledge and linkages with agencies in the two county area, referrals are made when needed and information on the services of these agencies is disseminated to SP/H.

Contact person:

Name: *Patricia McGoldrick*

Title: *Assistant Dean of Instructional Affairs*

Address: *Box 1000
Hudson, New York 12534*

Phone: *(518) 828-4181, Ext. 350*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *The Culinary Institute of America*

PROGRAM TITLE: *Single Parent/Homemaker Program*

DESCRIPTION:

By means of an articulation agreement between the Poughkeepsie School District and the Culinary Institute of America, 10 to 12 single parents, who are either seniors or high school graduates, have enrolled in a two-week Career Orientation course. It includes an introduction to the culinary arts field, with emphasis on hands-on skills. The initial offering in FY-1986 was well received. Of seven completers, three indicated an interest in the culinary arts field as a career.

Contact person:

Name: *Lawrence H. Monaco*
Title: *Director of Special Projects*
Address: *The Culinary Institute of America*
Hyde Park, New York 12538
Phone: *(914) 452-9600*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Dutchess Community College*

PROGRAM TITLE: *Evening School-Aged Child Care*

DESCRIPTION:

The program is designed for children between 5 and 12 years of age. The Center is open between 6 and 10 p.m. on evenings when Dutchess Community College classes are in session. Children are provided with activities, including computer experience, supervised homework, rest, and refreshments. Children may also participate in the Dutchess Community College Kid's College Classes. The program has been enthusiastically received by the children and parents who have participated.

Contact person:

Name: *Mary B. Mucci*
Title: *Associate Dean of Academic Affairs*
Address: *Dutchess Community College*
Pendell Road
Poughkeepsie, New York 12601
Phone: *(914) 471-4500, Ext. 2011*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Genesee Community College

PROGRAM TITLE: Project SOS (Search Out Success)

DESCRIPTION:

Search Out Success is precisely what participants in Project SOS are encouraged to do. Targeted toward single parents and homemakers who now need or desire to (re)enter the paid work force and/or seek occupational or vocational training after several years of service as homemakers, it provides assistance in personal development (assertiveness training, communication skills, coping techniques) as well as preemployment (job search, resume writing, interview strategies). The increase in self confidence and self esteem in the people who participate in the program is decidedly one of the program's immeasurable, yet fundamental strengths.

Contact person:

Name: Cheryl Venditte
Title: Project SOS Coordinator
Address: Genesee Community College
College Road
Batavia, New York 14020
Phone: (716) 343-0055

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Hudson Valley Community College

PROGRAM TITLE: Day Care Center

DESCRIPTION:

The Child Care Center was initiated in 1986, to serve students of Hudson Valley Community College, targeting single parents and homemakers.

Outreach to date has been very successful and currently 71 percent of the children are from the single parent/homemakers category. The Center has worked to create linkages with the grant funded PACE (Public Assistance Community Education) program. Currently 48 percent of the Center parents are Aid to Dependent Children recipients enrolled in that program which provides comprehensive support services while parents pursue vocational curricula at Hudson Valley Community College.

Parents are asked to submit topics for programs which are held three times each semester for fall and spring. Fall '86 featured "Discipline Is Not A Dirty Word" and Spring '87 will concentrate on single parent issues.

Parent involvement is strongly encouraged and parents are represented on the Advisory Board that sets policies for the Center.

The Child Care Center also serves as a lab site for students from the Early Childhood, Human Services and Food Service curricula as well as employs interns through the grant-funded program VIP (Youth Internship Program).

Contact person:

Name: Sheila Santini
Title: Child Care Coordinator
Address: 80 Vandenburg Avenue
Troy, New York 12180
Phone: (518) 270-1506

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Mohawk Valley Community College

PROGRAM TITLE: The Single Parent Second Wind Program

DESCRIPTION:

The Single Parent Second Wind Program is targeted towards single parents to enable them to become more proficient at living skills that include: development of organizational skills, management of financial independence, coordination of children/adult schedules, allowance of time for self, career growth and survival skills in the workplace, completion of education at whatever level appropriate, adjustment to the single parent role, and support through the single parent network. The program consists of individual consultations, small group management classes held on a biweekly basis, and monthly workshops. Also available are access to the resource library, phone consults, home visits for persons unable to get out, and child care for those enrolled in our sessions.

Contact person:

Name: Lois Schachter
Title: Program Coordinator
Address: Mohawk Valley Technical Center
121 Plaza East
Utica, New York 13501
Phone: (315) 792-5342

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Monroe Community College*

PROGRAM TITLE: *Changing Directions Project Grant*

DESCRIPTION:

The Changing Directions Project provides outreach activities to displaced homemakers and single parents who have previously been excluded from education. The major activities are designed to reduce the attitudinal barriers which inhibit women's ability to successfully complete studies, and to provide services to improve their academic performance, reduce stress and lessen obstacles they face upon their return to education.

The activities include neighborhood meetings, information sessions and group seminars to assist women with the following: financial aid, study skills, career planning, family management and math anxiety.

A major strength of the program has been the community outreach approach which has enabled the project coordinator to plan many programs with the community and enabled the College to establish personal contact with 550 women interested in returning to education.

Contact person:

Name:	<i>Paula Fahy</i>	<i>Joan C. Mullaney</i>
Title:	<i>Project Coordinator</i>	<i>Project Director</i>
Address:	<i>Monroe Community College 1000 East Henrietta Road Rochester, New York 14623</i>	
Phone:	<i>(716) 424-5200</i>	

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Nassau Community College

PROGRAM TITLE: A.I.M.S. Program (Adult Individuals Multi-Services)

DESCRIPTION:

The A.I.M.S. Program is a FREE vocational education program for disadvantaged adults (including single parents and displaced homemakers) who are in need of training or re-training and are having difficulty meeting their career and employment goals.

*Services provided are: Individual and group counseling
Information
Referrals
Speakers
Child care (minimal, if eligible)
Technical Assistance to Agencies and
Organizations*

Contact person:

Name: Pamela McLean-Wainwright
Title: Assistant Professor & Project Director
Address: Adult Advisement Center
Stewart Avenue
Garden City, New York 11530
Phone: (516) 222-7200

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *State University Agricultural and Technical College at Cobleskill*

PROGRAM TITLE: *"First Step"*
(Co-sponsored by Community Action Program)

DESCRIPTION:

"First Step" is designed for Single Parents and Homemakers, and especially Displaced Homemakers. Trainees receive instruction in job searching, interviewing and work skills, and are counseled in self-esteem and motivation. The six-week sessions are held on-campus, using its many resources: Academic Skills Center, Vocational and Career Counseling, Personal Counseling, Interest Inventory, Resume Writing, G.E.D. Training and Computer Orientation. Representatives from various campus offices, area agencies and businesses discuss their services with the trainees.

Contact person:

Name: *W. Clifton Collins*
Title: *Assistant Dean of Academic Affairs*
Address: *State University Agricultural and Technical College
Cobleskill, New York 12043*
Phone: *(518) 234-5528*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *State University College of Technology at Farmingdale*

PROGRAM TITLE: *Outreach Support Office for Single Parents/Homemakers*

DESCRIPTION:

Counseling and guidance are offered to single parents who view access to postsecondary education and training programs as a means of obtaining new or upgraded employment opportunities.

Since September 1986, over 100 single parent/homemakers received counseling and guidance. Seventy single parent/homemakers enrolled in "hands-on" workshops in Office Automation. Twenty-seven single parent/homemakers are on a waiting list to participate in a training program.

Contact person:

Name: *Judith A. Booth*
Title: *Activities Coordinator, Single Parent Outreach Office*
Address: *State University College of Technology at Farmingdale
Administration Building, Room 116
Farmingdale, New York 11735*
Phone: *(516) 420-2532*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Sullivan County Community College*

PROGRAM TITLE: *Single Parents/Adult*

DESCRIPTION:

The College, B.O.C.E.S., and the County JTPA Office have developed an integrated approach using the different resources of each organization. Perkins Act funds support a full-time coordinator who has developed an advertising campaign, makes contact with 200 people a year, and counsels those eligible into such diverse programs as G.E.D., English As A Second Language, full-time job training at B.O.C.E.S., on-the-job training, and then to developmental and one or two-year programs at the College. Support groups and special classes for employment and academic skills have also been set up.

Contact person:

Name: *Allan W. Dampman*
Title: *Associate Dean of Faculty*
Address: *Sullivan County Community College*
Loch Sheldrake, New York 12759
Phone: *(914) 434-5750, Ext. 295*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Westchester Community College*

PROGRAM TITLE: *The Westchester Community College Children's Center*

DESCRIPTION:

As a result of 1985-86 VEA funds, a Children's Center is now operational. A SUNY award made it possible to renovate space and purchase equipment; the VEA grant made it possible to open by covering classroom supplies and staff for planning and the start-up period.

A second SUNY grant will make it possible to renovate and equip the space needed to double the program. Requested VEA funds, both 1986-87 and 1987-88 are planned for use in expansion, for classroom supplies, and for start-up year with a second group of children.

The majority of student-parents who are using the Children's Center are receiving public assistance. For 1987-88, a VEA grant for AFDC recipients is being sought to add a staff member to strengthen our liaison with the Department of Social Services, and to provide an on-campus contact person for this group. That contact would also re-examine existing services to determine appropriateness and adequacy to help these students move as rapidly as possible through vocational programs and find jobs.

Contact person:

Name: *Joan Hopf*
Title: *Assistant to the Dean of Student Personnel Services*
Address: *Westchester Community College*
Valhalla, New York 10595
Phone: *(914) 285-6966*

GENERAL

TARGETED SPECIAL NEEDS POPULATION:

GENERAL

COLLEGE: *Junior College of Albany*

PROGRAM TITLE: *Career Support Services for Special Student Populations*

DESCRIPTION:

The goals and activities for each special population of disadvantaged, handicapped adults in need of training, and single parents and homemakers include career assessment, planning and workshops to assist in career decision-making, provide access to employment, and to overcome sex stereotyping and barriers in career selection. Placement services and an intern/worksites program including "selective placement" are also planned to increase positive employment outcomes. The activities are aimed at maximizing career decision-making and job placement for special populations, with an overall institutional goal of increasing recruitment and retention of the special targeted populations.

Contact person:

Name: *Richard A. Naylor*
Title: *Director of Career Development and Placement*
Address: *Junior College of Albany*
140 New Scotland Avenue
Albany, New York 12208
Phone: *(518) 445-1793*

TARGETED SPECIAL NEEDS POPULATION:

GENERAL

COLLEGE: *Niagara County Community College*

PROGRAM TITLE: *Grant Administration*

DESCRIPTION:

In order to monitor and support Part II A projects, a committee called the VEA Task Force was established with Ellen McGregor, the Grants Officer, as chair. The Committee's membership reflected the target population as well as Business Services (fiscal grant responsibility). The Committee offers input on needs as well as a way to monitor grant progress. The concern of the revolving book loan fund came via the committee. It also gives institutional support to VEA projects.

Contact person:

Name: *Ellen McGregor*
Title: *Director of Institutional Research*
Address: *Niagara County Community College*
Sanborn, New York 14132
Phone: *(716) 731-3271, Ext. 129*

TARGETED SPECIAL NEEDS POPULATION:

GENERAL

COLLEGE: Paul Smith's College

PROGRAM TITLE: *Integration of A Campus Learning Resource Center
with Student Support Services*

DESCRIPTION:

Paul Smith's College believes that disabled/disadvantaged students deserve the opportunity to succeed to the best of their abilities. Although the College understands that disabled students may have specific needs, it also understands that their similarity to the general college population is often greater than their uniqueness. The College does not, however, seek to create an artificial atmosphere of dependency on the campus which cannot reasonably be expected to exist off campus.

A full-time Learning Specialist/Diagnostician, skilled in evaluating academic needs of incoming students and linking students to those services, is on staff. This specialist is available to students previously diagnosed as having a learning disability. Students who are having academic difficulties while at Paul Smith's are also able to be tested to determine whether a handicap exists and how best to help the student overcome it.

Physically handicapped students are also of concern to the College. The Student Development Center contacts each student with a known handicapping condition to ascertain needs in the areas of housing, note-taking, talking books, and other supportive services.

The College provides counseling placement/diagnostic testing, and can call on the services of special Psychological Testing Consultants as needed.

Through its recently established Learning Resource Center, Paul Smith's College makes available faculty and peer tutorial services, computer-aided instruction, adaptive microcomputer hardware and software, tape recorders, transcribers, videotaping equipment, and screen enlargers.

Contact person:

Names:	John R. Stiegman, Institutional Liaison to BGA
	Neil Surprenant, Director of Learning Resources
&	Cheryl C. McGowan, Director of Counseling
Titles:	Carol A. McKillip, Learning Disability Counselor

Address: Paul Smiths, New York 12970-0265

Phone: (518) 327-6211

Listing of Responding Colleges & Reported Programs

	<u>Page #</u>
Bramson ORT Technical Institute	
Computer Programming Howard J. Friedman Director	48
Electronics Technology Howard J. Friedman Director	49
Secretarial Studies Howard J. Friedman Director	50
Bronx Community College	
Learning Disabled Students Carl J. Polowczyk Dean of Academic Affairs	27
Learning to Learn Carl J. Polowczyk Dean of Academic Affairs	51
Tutoring: Disadvantaged Students Carl J. Polowczyk	52
Cayuga Community College	
Professional Tutoring David P. Martin Coordinator, Learning Skills Center	53
Cazenovia College	
Vocational/Educational Seminar Virginia Felleman Director, Continuing Education and Occupational Studies	94
Clinton Community College	
College on Saturday/Community Specialist Michael Schwartz Associate Academic Dean	95

Columbia-Greene Community College

Adults in Need of Training/Retraining Patricia McGoldrick Assistant Dean of Instructional Affairs	6
Services for Handicapped Patricia McGoldrick Assistant Dean of Instructional Affairs	28
Single Parent/Homemaker and Re-entry Adults Patricia McGoldrick Assistant Dean of Instructional Affairs	96
Tutorial Service Patricia McGoldrick Assistant Dean of Instructional Affairs	54

Community College of the Finger Lakes

EOP Summer Program Peggy Champaigne EOP Director	55
Microcomputer Assisted Instruction in Basic Skills Susan D. Huard Assistant Professor	56

Corning Community College

VEA/Special Services Project Diann Piersons VEA Career Counselor	57
--	----

Culinary Institute of America

Reducing Sex Bias Lawrence H. Monaco Director of Special Projects	89
Single Parent/Homemaker Program Lawrence H. Monaco Director of Special Projects	97

Dutchess Community College

Evening School-Aged Child Care Mary B. Mucci Associate Dean of Academic Affairs	98
---	----

Elizabeth Seton College

College Assistance Program for Learning Disabled Students Sandi Galst Director, CAP Program	58
---	----

	<u>Page #</u>
Erie Community College	
Outreach Services	59
B. Paul Hodan	
Assistant Director of Student Services	
Fashion Institute of Technology	
Comprehensive Services for LEP Students	60
Cynthia Wellins	
Grants Coordinator	
Developing Business Skills for Artists & Designers	7
Elaine Stone	
Director, Small Business Center	
Diagnosis and Academic Assistance for LD Students	29
Cynthia Wellins	
Grants Coordinator	
Fulton-Montgomery Community College	
Handicapped, Learning Disabled	30
Robert W. Kusek	
Associate Dean	
Genesee Community College	
Project SOS (Search Out Success)	99
Cheryl Venditte	
Project SOS Coordinator	
Herkimer County Community College	
The College Learning Center	61
William E. Pelz	
Chairman, Humanities/Social Science Division	
Hilbert College	
Career Planning Workshops	8
Irene Cuddihy	
Dean, Division of Business/Economics	
Hudson Valley Community College	
Advisement and Testing	62
Beverly Geisler	
Director, Advisement & Testing	
Day Care Center	100
Sheila Santini	
Child Care Coordinator	

	<u>Page #</u>
Hudson Valley Community College (continued)	
Learning Assistance Center	63
Edward F. Wightman	
Director, Learning Assistance Center	
Support Services for Adults	9
Holly Christensen	
Director, Continuing Education	
Support Services for Disabled	31
Pablo Negron	
Coordinator for Disabled Students	
Jamestown Community College (Olean Campus)	
The Junction	64
Deborah M. Simpson	
Coordinator, Learning Assistance Center	
Jefferson Community College	
Occupational Training Center (Model Office)	65
Keith T. Yandoh	
Chair, Business Division	
Junior College of Albany	
Career Support Services for Special Student Populations	109
Richard A. Naylor	
Director of Career Development and Placement	
Kingsborough Community College	
The Academic Advisement Center for At-Risk Students	66
Eric Willner	
Director, Academic Advisement Center	
Freshmen Seminar for GED Recipients	10
Naomi Platt	
Director, GED Seminar Program, and	
Professor of Secretarial Practice/Office Administration	
LaGuardia Community College	
Continuing Education Programs for Deaf Adults	32
Fern Kahn	
Director, Community Service Programs	

LaGuardia Community College (continued)

Cooperative Education As the Vehicle to Enhance the
Articulation Between City University of New York and the
New York City Board of Education: The Placement of
LaGuardia Community College Students As Vocational
Training Aides in High School Computer Science Courses
Irwin Feifer
Dean of Cooperative Education 67

Microcomputer Training Program for LaGuardia English Writing
Faculty 68
Daniel Lynch
Professor

Office Information Training Program 11
Sandra Watson & Claudia Iredell
Director Training Coordinator

Programs for Deaf Adults 33
Fern Kahn
Director, Community Service Programs

The Reading/Accounting Pair 69
Gary DeFrancesco
Director, Grants Development

Refugee/Immigrant Vocational Assistance Program 12
John Garcia
Coordinator, Extension Programs

Mater Dei College

Learning Skills Center/Development Semester 70
H. Raymond Johnson
Academic Dean

Medgar Evers College

Tutoring and Career Counseling 71
Phyllis Buford
Associate Dean of Academic Affairs

Mohawk Valley Community College

Learning Achievement 72
Frank M. Jackson
Department Head, Learning Resources

Office for the Handicapped 34
Joseph A. Zizzi
Coordinator of Handicapped Services

Mohawk Valley Community College (continued)

The Single Parent Second Wind Program	101
Lois Schachter	
Program Coordinator	

Monroe Community College

Changing Directions Project Grant	102
Paula Fahy & Joan C. Mullaney	
Project Coordinator Project Director	

Developmental Education	73
Kenneth L. Humphrey	
Dean, Developmental Education	

Support Services for Hearing Impaired Students	35
James A. Terrell	
Director of Counseling	

Worksite Adult Counseling	13
James A. Terrell	
Director of Counseling	

Nassau Community College

A.A.S. Degree in Data Processing	14
Stephen Solosky	
Assistant Professor	

AIMS Program	103
Pamela McLean-Wainwright	
Assistant Professor/Project Director	

CIVILCOM Grant Project	15
Joseph F. Keuler	
Associate Professor	

Computers & the Educationally Disadvantaged Student	74
Toby Anne Bird & Diana Wienbroer	
Assistant Professor Professor	

Geriatric Health Care Specialist Certificate Program	16
Roseanna M. Mills	
Assistant Professor	

Nassau/C.A.S.A./ESL Program	75
Ronald R. Ryan	
Dean, Community Services	

Professional Development for College Faculty Working with Learning Disabled Students	36
Sidney Becker & Trudy Woods	
Assistant Professor Administrative Assistant	

	<u>Page #</u>
Nassau Community College (continued)	
Work Experience Program for Disabled Students Victor H. Margolis Coordinator, Disabled Student Services	37
New York City Technical College	
Access for Women Sandy Weinbaum Director	76
Building/Housing Superintendents Training Program Herman C. Thomas Assistant Director, Apartment House Institute	77
Computer Controlled Multimodal Language Skills Developmental Program for Disadvantaged Adult Students in Career Programs David Dunner VEA Project Director	78
Program for the Deaf and Hearing Impaired Martin Florsheim Director, Program for the Deaf & Hearing Impaired	38
Niagara County Community College	
Computer Literacy for Disabled Monica Pullano Counselor for Students with Disabilities	39
Credit for Prior Learning Dorothy Harnish Director of Educational Development, Office of Academic Affairs	17
Grant Administration Ellen McGregor Director of Institutional Research	110
Minority Outreach Program Rhonda Dyess Hands & Jane Haenle Minority Outreach Coordinator Dean of Students	79
Women in Technology Virginia Taylor Coordinator	90

	<u>Page #</u>
Onondaga Community College	
Learning Disabilities Assistance Program	40
Rosemary Kelly	
Coordinator of Services for Students with Special Needs	
Supplemental Instruction	80
Barbara Risser	
Assistant Professor of English/Reading	
Paul Smith's College	
Integration of A Campus Learning Resource Center with	111
Student Support Services	
John R. Stiegman, Institutional Liaison to the	
Bureau of Grants Administration;	
Neil Surprenant, Director of Learning Resources;	
Carol A. McKillip, Learning Disability Counselor and	
Diagnostician;	
Cheryl C. McGowan, Director of Counseling	
Rockland Community College	
Telecourses and Distance Learning Courses	18
Sue Commanday	
Coordinator of Special Programs	
Schenectady County Community College	
Academic Computer Center	19
Gabriel J. Basil	
Dean of Academic Affairs	
Developmental Studies Unit	81
Mary Jane Dike	
Coordinator of Developmental Studies	
Disabled Student Services	41
Caryl Purdue	
Coordinator of Disabled Student Services	
State University Agricultural & Technical College at Cobleskill	
Academic Skills Center	82
W. Clifton Collins	
Assistant Dean of Academic Affairs	
"First Step"	104
W. Clifton Collins	
Assistant Dean of Academic Affairs	
Office Practice Skills Program	20
W. Clifton Collins	
Assistant Dean of Academic Affairs	

	<u>Page #</u>
State University Agricultural & Technical College at Morrisville	
Adult Training and Retraining in Chenango County	21
Margaret Raynor	
Coordinator, Norwich Center	
Pre-Vocational Remediation for Disadvantaged Students	83
Victoria Ruley	
Director, Developmental Learning Center	
Recruiting Men and Women in Non-Traditional Careers	91
Marybeth Hess	
Admissions Counselor	
State University College of Technology at Alfred	
Alfred State Opportunity Program	84
Trudi M. Schwert	
Acting Director, Center for Developmental Studies	
Disabled Student Program	42
Kathryn Fosegan	
Coordinator, Center for Developmental Studies	
Microcomputer Laboratory	22
Martha J. Harold	
Coordinator of Community Services	
Operation AWARE	92
Trudi Schwert	
Acting Director, Center for Developmental Studies	
State University College of Technology at Canton	
Adult and Single Parents	23
Marilyn Rodee	
Assistant to the Director of Continuing Education	
State University College of Technology at Delhi	
Comprehensive VEA Plan - Day Care	93
Darnell Cole	
Vice President for Academic Affairs	
Equipment for Handicapped Students	43
Darnell Cole	
Vice President for Academic Affairs	
Expanded Learning Skills	44
Darnell Cole	
Vice President for Academic Affairs	

	<u>Page #</u>
State University College of Technology at Farmingdale	
Outreach Support Office for Single Parents/Homemakers	105
Judith A. Booth	
Activities Coordinator, Single Parent Outreach Office	
Suffolk County Community College - Eastern Campus	
Criminal Offenders Program/Re-Rout Program	85
Randolph H. Manning	
Dean of Instruction	
Sullivan County Community College	
Disadvantaged in Prison Program	86
Allan W. Dampman	
Associate Dean of Faculty	
Handicapped Students	45
Allan W. Dampman	
Associate Dean of Faculty	
Single Parents/Adult	106
Allan W. Dampman	
Associate Dean of Faculty	
Tompkins-Cortland Community College	
Training and Support for Child Care Providers	24
Nancy Lieberman	
Associate Dean	
Ulster County Community College	
Friend/Tutor-Learning Disabled Students	46
James Quirk	
Director, Counseling and Special Services	
The Math Place (Times ²)	87
Frederic Misner	
Division Chairman, Math/Science Department	
Westchester Community College	
Mainstream, The Retirement Institute, Adult Training Project	25
Willa Reichbach	
Director, Mainstream, The Retirement Institute	
The Westchester Community College Children's Center	107
Joan Hopf	
Assistant to the Dean of Student Personnel Services	

APPENDIX A
REPORT FORM

TARGETED SPECIAL NEEDS POPULATION:

COLLEGE:

PROGRAM TITLE:

DESCRIPTION:

Contact person:

Name:

Title:

Address:

Phone:

127

ERIC Clearinghouse for
Junior Colleges

OCT 09 1987

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *State University College of Technology at Alfred*

PROGRAM TITLE: *Operation AWARE*

DESCRIPTION:

Through a Sex Equity Grant awarded in August 1986, Alfred State College established Operation AWARE (Adults Working to Advance through Retraining and Education). The project is designed to recruit and enhance retention of men and women age 21 and over in programs considered non-traditional for their sex. The target population, a group facing the double bias of sex and age, is provided services prior to entry, after enrollment, and in preparation for job placement after graduation. Adult learners tend to have unique needs generated by family responsibilities, financial difficulties, part-time work responsibilities, lack of career information, and lack of confidence. The pre-entry services of Operation AWARE, key factors in adult student persistence and retention, are designed to provide early intervention in an attempt to maximize success. These services include career planning, financial aid planning, basic skill assessment, coping strategies, curriculum choice and educational planning and general orientation.

Contact person:

Name: *Trudi Schwert*
Title: *Acting Director, Center for Developmental Studies*
Address: *State University College of Technology*
Alfred, New York 14802
Phone: *(607) 587-4122*

TARGETED SPECIAL NEEDS POPULATION:

REDUCING BIAS/STEREOTYPING
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *State University College of Technology at Delhi*

PROGRAM TITLE: *Comprehensive VEA Plan - Day Care*

DESCRIPTION:

VEA funds have been used to subsidize child care services for VEA students in the new non-profit, privately incorporated day care center located on the Delhi campus. VEA subsidies are determined by three variables: parent income, student contact hours, and the number of family children requiring care.

Contact person:

Name: *Darnell Cole*
Title: *Vice President for Academic Affairs*
Address: *State University College of Technology
Delhi, New York 13753*
Phone: *(607) 746-4164*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS
ADULTS IN NEED OF TRAINING/RETRAINING, DISADVANTAGED

COLLEGE: Cazenovia College

PROGRAM TITLE: Vocational/Educational Seminar

DESCRIPTION:

Single parents, adults and homemakers who are in transition attend a seven-week seminar to address educational and vocational needs. Included are topics on self-esteem, career guidance, educational guidance, budgeting, time management and stress management. The program allows adults to feel comfortable on a college campus, to form a support group, and to acquire necessary information for entering school or an occupation. This process is enhanced by use of vocational testing and a computer-assisted vocational search (SIGI).

Contact person:

Name: Virginia Felleman

Title: Director, Continuing Education and Occupational Studies

Address: Cazenovia College
Cazenovia, New York 13035

Phone: (315) 655-8419

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: *Clinton Community College*

PROGRAM TITLE: *College on Saturday/Community Specialist*

DESCRIPTION:

The College has been able to provide academic advisement, career planning and placement and referral by expanding its offerings in the evenings and on Saturdays. Based on a community needs assessment and prior student contacts, the College has expanded its direct services to better serve single parent/homemakers and adults. Enrollment by adults and single parents has increased dramatically in both our credit and credit-free programs. Many adults utilize Saturday classes as a viable alternative to day or evening and are able to increase the courses they take.

Contact person:

Name: *Michael Schwartz*
Title: *Associate Academic Dean*
Address: *Clinton Community College*
Plattsburgh, New York 12901
Phone: *(518) 561-6650*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Columbia-Greene Community College

PROGRAM TITLE: Single Parent/Homemaker and Re-entry Adults

DESCRIPTION:

A special program assistant gets 10-12 hours a week released time from regular JTPA duties to coordinate activities for both Single Parent/Homemaker and Re-entry Adults. The JTPA Office of Employment and Training is housed at Columbia-Greene Community College. The JTPA and VEA linkage is strong due to this arrangement. A Single Parent survey is underway as numbers from this population have been unavailable to date. Several workshops are scheduled this semester targeting the potential needs of Single Parents. Topics include: "On Being A Single Parent," "Time Management for Single Parents" among others. A brochure targeting SP/H has been designed and is in print. These brochures outline the supportive services that are offered at Columbia-Greene to assist a SP/H in returning to school. Some of these services include special workshops, scholarships for the day care center located on campus, admissions information, counseling services, and financial aid information.

A special supportive services listing has been prepared for the two-county area. Some Single Parents have expressed an interest in developing informal support groups, one in the evening and one during the day. These will be implemented soon. A special bulletin board displays various information that might be useful to SP/H. As JTPA has knowledge and linkages with agencies in the two county area, referrals are made when needed and information on the services of these agencies is disseminated to SP/H.

Contact person:

Name: Patricia McGoldrick
Title: Assistant Dean of Instructional Affairs
Address: Box 1000
Hudson, New York 12534
Phone: (518) 828-4181, Ext. 350

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *The Culinary Institute of America*

PROGRAM TITLE: *Single Parent/Homemaker Program*

DESCRIPTION:

By means of an articulation agreement between the Poughkeepsie School District and the Culinary Institute of America, 10 to 12 single parents, who are either seniors or high school graduates, have enrolled in a two-week Career Orientation course. It includes an introduction to the culinary arts field, with emphasis on hands-on skills. The initial offering in FY-1986 was well received. Of seven completers, three indicated an interest in the culinary arts field as a career.

Contact person:

Name: *Lawrence H. Monaco*
Title: *Director of Special Projects*
Address: *The Culinary Institute of America*
Hyde Park, New York 12538
Phone: *(914) 452-9600*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Dutchess Community College*

PROGRAM TITLE: *Evening School-Aged Child Care*

DESCRIPTION:

The program is designed for children between 5 and 12 years of age. The Center is open between 6 and 10 p.m. on evenings when Dutchess Community College classes are in session. Children are provided with activities, including computer experience, supervised homework, rest, and refreshments. Children may also participate in the Dutchess Community College Kid's College Classes. The program has been enthusiastically received by the children and parents who have participated.

Contact person:

Name: *Mary B. Mucci*
Title: *Associate Dean of Academic Affairs*
Address: *Dutchess Community College*
Pendell Road
Poughkeepsie, New York 12601
Phone: *(914) 471-4500, Ext. 2011*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Genesee Community College

PROGRAM TITLE: Project SOS (Search Out Success)

DESCRIPTION:

Search Out Success is precisely what participants in Project SOS are encouraged to do. Targeted toward single parents and homemakers who now need or desire to (re)enter the paid work force and/or seek occupational or vocational training after several years of service as homemakers, it provides assistance in personal development (assertiveness training, communication skills, coping techniques) as well as preemployment (job search, resume writing, interview strategies). The increase in self confidence and self esteem in the people who participate in the program is decidedly one of the program's immeasurable, yet fundamental strengths.

Contact person:

Name: Cheryl Venditte
Title: Project SOS Coordinator
Address: Genesee Community College
College Road
Batavia, New York 14020
Phone: (716) 343-0055

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Hudson Valley Community College

PROGRAM TITLE: Day Care Center

DESCRIPTION:

The Child Care Center was initiated in 1986, to serve students of Hudson Valley Community College, targeting single parents and homemakers.

Outreach to date has been very successful and currently 71 percent of the children are from the single parent/homemakers category. The Center has worked to create linkages with the grant funded PACE (Public Assistance Community Education) program. Currently 48 percent of the Center parents are Aid to Dependent Children recipients enrolled in that program which provides comprehensive support services while parents pursue vocational curricula at Hudson Valley Community College.

Parents are asked to submit topics for programs which are held three times each semester for fall and spring. Fall '86 featured "Discipline Is Not A Dirty Word" and Spring '87 will concentrate on single parent issues.

Parent involvement is strongly encouraged and parents are represented on the Advisory Board that sets policies for the Center.

The Child Care Center also serves as a lab site for students from the Early Childhood, Human Services and Food Service curricula as well as employs interns through the grant-funded program VIP (Youth Internship Program).

Contact person:

Name: Sheila Santini
Title: Child Care Coordinator
Address: 80 Vandenburg Avenue
Troy, New York 12180
Phone: (518) 270-1506

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: Mohawk Valley Community College

PROGRAM TITLE: *The Single Parent Second Wind Program*

DESCRIPTION:

The Single Parent Second Wind Program is targeted towards single parents to enable them to become more proficient at living skills that include: development of organizational skills, management of financial independence, coordination of children/adult schedules, allowance of time for self, career growth and survival skills in the workplace, completion of education at whatever level appropriate, adjustment to the single parent role, and support through the single parent network. The program consists of individual consultations, small group management classes held on a biweekly basis, and monthly workshops. Also available are access to the resource library, phone consults, home visits for persons unable to get out, and child care for those enrolled in our sessions.

Contact person:

Name: *Lois Schachter*
Title: *Program Coordinator*
Address: *Mohawk Valley Technical Center*
121 Plaza East
Utica, New York 13501
Phone: *(315) 792-5342*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Monroe Community College*

PROGRAM TITLE: *Changing Directions Project Grant*

DESCRIPTION:

The Changing Directions Project provides outreach activities to displaced homemakers and single parents who have previously been excluded from education. The major activities are designed to reduce the attitudinal barriers which inhibit women's ability to successfully complete studies, and to provide services to improve their academic performance, reduce stress and lessen obstacles they face upon their return to education.

The activities include neighborhood meetings, information sessions and group seminars to assist women with the following: financial aid, study skills, career planning, family management and math anxiety.

A major strength of the program has been the community outreach approach which has enabled the project coordinator to plan many programs with the community and enabled the College to establish personal contact with 550 women interested in returning to education.

Contact person:

Name:	<i>Paula Fahy</i>	<i>Joan C. Mullaney</i>
Title:	<i>Project Coordinator</i>	<i>Project Director</i>
Address:	<i>Monroe Community College 1000 East Henrietta Road Rochester, New York 14623</i>	
Phone:	<i>(716) 424-5200</i>	

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS
ADULTS IN NEED OF TRAINING/RETRAINING

COLLEGE: Nassau Community College

PROGRAM TITLE: A.I.M.S. Program (Adult Individuals Multi-Services)

DESCRIPTION:

The A.I.M.S. Program is a FREE vocational education program for disadvantaged adults (including single parents and displaced homemakers) who are in need of training or re-training and are having difficulty meeting their career and employment goals.

Services provided are: Individual and group counseling
Information
Referrals
Speakers
Child care (minimal, if eligible)
Technical Assistance to Agencies and
Organizations

Contact person:

Name: Pamela McLean-Wainwright
Title: Assistant Professor & Project Director
Address: Adult Advisement Center
Stewart Avenue
Garden City, New York 11530
Phone: (516) 222-7200

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *State University Agricultural and Technical College at Cobleskill*

PROGRAM TITLE: *"First Step"*
(Co-sponsored by Community Action Program)

DESCRIPTION:

"First Step" is designed for Single Parents and Homemakers, and especially Displaced Homemakers. Trainees receive instruction in job searching, interviewing and work skills, and are counseled in self-esteem and motivation. The six-week sessions are held on-campus, using its many resources: Academic Skills Center, Vocational and Career Counseling, Personal Counseling, Interest Inventory, Resume Writing, G.E.D. Training and Computer Orientation. Representatives from various campus offices, area agencies and businesses discuss their services with the trainees.

Contact person:

Name: *W. Clifton Collins*
Title: *Assistant Dean of Academic Affairs*
Address: *State University Agricultural and Technical College
Cobleskill, New York 12043*
Phone: *(518) 234-5528*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *State University College of Technology at Farmingdale*

PROGRAM TITLE: *Outreach Support Office for Single Parents/Homemakers*

DESCRIPTION:

Counseling and guidance are offered to single parents who view access to postsecondary education and training programs as a means of obtaining new or upgraded employment opportunities.

Since September 1986, over 100 single parent/homemakers received counseling and guidance. Seventy single parent/homemakers enrolled in "hands-on" workshops in Office Automation. Twenty-seven single parent/homemakers are on a waiting list to participate in a training program.

Contact person:

Name: *Judith A. Booth*
Title: *Activities Coordinator, Single Parent Outreach Office*
Address: *State University College of Technology at Farmingdale
Administration Building, Room 116
Farmingdale, New York 11735*
Phone: *(516) 420-2532*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Sullivan County Community College*

PROGRAM TITLE: *Single Parents/Adult*

DESCRIPTION:

The College, B.O.C.E.S., and the County JTPA Office have developed an integrated approach using the different resources of each organization. Perkins Act funds support a full-time coordinator who has developed an advertising campaign, makes contact with 200 people a year, and counsels those eligible into such diverse programs as G.E.D., English As A Second Language, full-time job training at B.O.C.E.S., on-the-job training, and then to developmental and one or two-year programs at the College. Support groups and special classes for employment and academic skills have also been set up.

Contact person:

Name: *Allan W. Dampman*
Title: *Associate Dean of Faculty*
Address: *Sullivan County Community College*
Loch Sheldrake, New York 12759
Phone: *(914) 434-5750, Ext. 295*

TARGETED SPECIAL NEEDS POPULATION:

SINGLE PARENT/HOMEMAKERS

COLLEGE: *Westchester Community College*

PROGRAM TITLE: *The Westchester Community College Children's Center*

DESCRIPTION:

As a result of 1985-86 VEA funds, a Children's Center is now operational. A SUNY award made it possible to renovate space and purchase equipment; the VEA grant made it possible to open by covering classroom supplies and staff for planning and the start-up period.

A second SUNY grant will make it possible to renovate and equip the space needed to double the program. Requested VEA funds, both 1986-87 and 1987-88 are planned for use in expansion, for classroom supplies, and for start-up year with a second group of children.

The majority of student-parents who are using the Children's Center are receiving public assistance. For 1987-88, a VEA grant for AFDC recipients is being sought to add a staff member to strengthen our liaison with the Department of Social Services, and to provide an on-campus contact person for this group. That contact would also re-examine existing services to determine appropriateness and adequacy to help these students move as rapidly as possible through vocational programs and find jobs.

Contact person:

Name: *Joan Hopf*
Title: *Assistant to the Dean of Student Personnel Services*
Address: *Westchester Community College*
Valhalla, New York 10595
Phone: *(914) 285-6966*

GENERAL

TARGETED SPECIAL NEEDS POPULATION:

GENERAL

COLLEGE: *Junior College of Albany*

PROGRAM TITLE: *Career Support Services for Special Student Populations*

DESCRIPTION:

The goals and activities for each special population of disadvantaged, handicapped adults in need of training, and single parents and homemakers include career assessment, planning and workshops to assist in career decision-making, provide access to employment, and to overcome sex stereotyping and barriers in career selection. Placement services and an intern/worksites program including "selective placement" are also planned to increase positive employment outcomes. The activities are aimed at maximizing career decision-making and job placement for special populations, with an overall institutional goal of increasing recruitment and retention of the special targeted populations.

Contact person:

Name: *Richard A. Naylor*
Title: *Director of Career Development and Placement*
Address: *Junior College of Albany*
140 New Scotland Avenue
Albany, New York 12208
Phone: *(518) 445-1793*

TARGETED SPECIAL NEEDS POPULATION:

GENERAL

COLLEGE: *Niagara County Community College*

PROGRAM TITLE: *Grant Administration*

DESCRIPTION:

In order to monitor and support Part II A projects, a committee called the VEA Task Force was established with Ellen McGregor, the Grants Officer, as chair. The Committee's membership reflected the target population as well as Business Services (fiscal grant responsibility). The Committee offers input on needs as well as a way to monitor grant progress. The concern of the revolving book loan fund came via the committee. It also gives institutional support to VEA projects.

Contact person:

Name: *Ellen McGregor*
Title: *Director of Institutional Research*
Address: *Niagara County Community College*
Sanborn, New York 14132
Phone: *(716) 731-3271, Ext. 129*

TARGETED SPECIAL NEEDS POPULATION:

GENERAL

COLLEGE: Paul Smith's College

PROGRAM TITLE: *Integration of A Campus Learning Resource Center
with Student Support Services*

DESCRIPTION:

Paul Smith's College believes that disabled/disadvantaged students deserve the opportunity to succeed to the best of their abilities. Although the College understands that disabled students may have specific needs, it also understands that their similarity to the general college population is often greater than their uniqueness. The College does not, however, seek to create an artificial atmosphere of dependency on the campus which cannot reasonably be expected to exist off campus.

A full-time Learning Specialist/Diagnostician, skilled in evaluating academic needs of incoming students and linking students to those services, is on staff. This specialist is available to students previously diagnosed as having a learning disability. Students who are having academic difficulties while at Paul Smith's are also able to be tested to determine whether a handicap exists and how best to help the student overcome it.

Physically handicapped students are also of concern to the College. The Student Development Center contacts each student with a known handicapping condition to ascertain needs in the areas of housing, note-taking, talking books, and other supportive services.

The College provides counseling placement/diagnostic testing, and can call on the services of special Psychological Testing Consultants as needed.

Through its recently established Learning Resource Center, Paul Smith's College makes available faculty and peer tutorial services, computer-aided instruction, adaptive microcomputer hardware and software, tape recorders, transcribers, videotaping equipment, and screen enlargers.

Contact person:

John R. Stiegman, Institutional Liaison to BGA
Names: *Neil Surprenant, Director of Learning Resources*
& *Cheryl C. McGowan, Director of Counseling*
Titles: *Carol A. McKillip, Learning Disability Counselor*

Address: *Paul Smiths, New York 12970-0265*

Phone: *(518) 327-6211*

Listing of Responding Colleges & Reported Programs

	<u>Page #</u>
Bramson ORT Technical Institute	
Computer Programming Howard J. Friedman Director	48
Electronics Technology Howard J. Friedman Director	49
Secretarial Studies Howard J. Friedman Director	50
Bronx Community College	
Learning Disabled Students Carl J. Polowczyk Dean of Academic Affairs	27
Learning to Learn Carl J. Polowczyk Dean of Academic Affairs	51
Tutoring: Disadvantaged Students Carl J. Polowczyk	52
Cayuga Community College	
Professional Tutoring David P. Martin Coordinator, Learning Skills Center	53
Cazenovia College	
Vocational/Educational Seminar Virginia Felleman Director, Continuing Education and Occupational Studies	94
Clinton Community College	
College on Saturday/Community Specialist Michael Schwartz Associate Academic Dean	95

Columbia-Greene Community College

Adults in Need of Training/Retraining	6
Patricia McGoldrick	
Assistant Dean of Instructional Affairs	
Services for Handicapped	28
Patricia McGoldrick	
Assistant Dean of Instructional Affairs	
Single Parent/Homemaker and Re-entry Adults	96
Patricia McGoldrick	
Assistant Dean of Instructional Affairs	
Tutorial Service	54
Patricia McGoldrick	
Assistant Dean of Instructional Affairs	

Community College of the Finger Lakes

EOP Summer Program	55
Peggy Champaigne	
EOP Director	
Microcomputer Assisted Instruction in Basic Skills	56
Susan D. Huard	
Assistant Professor	

Corning Community College

VEA/Special Services Project	57
Diann Piersons	
VEA Career Counselor	

Culinary Institute of America

Reducing Sex Bias	89
Lawrence H. Monaco	
Director of Special Projects	
Single Parent/Homemaker Program	97
Lawrence H. Monaco	
Director of Special Projects	

Dutchess Community College

Evening School-Aged Child Care	98
Mary B. Mucci	
Associate Dean of Academic Affairs	

Elizabeth Seton College

College Assistance Program for Learning Disabled Students	58
Sandi Galst	
Director, CAP Program	

	<u>Page #</u>
Erie Community College	
Outreach Services	59
B. Paul Hodan	
Assistant Director of Student Services	
Fashion Institute of Technology	
Comprehensive Services for LEP Students	60
Cynthia Wellins	
Grants Coordinator	
Developing Business Skills for Artists & Designers	7
Elaine Stone	
Director, Small Business Center	
Diagnosis and Academic Assistance for LD Students	29
Cynthia Wellins	
Grants Coordinator	
Fulton-Montgomery Community College	
Handicapped, Learning Disabled	30
Robert W. Kusek	
Associate Dean	
Genesee Community College	
Project SOS (Search Out Success)	99
Cheryl Venditte	
Project SOS Coordinator	
Herkimer County Community College	
The College Learning Center	61
William E. Pelz	
Chairman, Humanities/Social Science Division	
Hilbert College	
Career Planning Workshops	8
Irene Cuddihy	
Dean, Division of Business/Economics	
Hudson Valley Community College	
Advisement and Testing	62
Beverly Geisler	
Director, Advisement & Testing	
Day Care Center	100
Sheila Santini	
Child Care Coordinator	

	<u>Page #</u>
Hudson Valley Community College (continued)	
Learning Assistance Center	63
Edward F. Wightman	
Director, Learning Assistance Center	
Support Services for Adults	9
Holly Christensen	
Director, Continuing Education	
Support Services for Disabled	31
Pablo Negron	
Coordinator for Disabled Students	
Jamestown Community College (Olean Campus)	
The Junction	64
Deborah M. Simpson	
Coordinator, Learning Assistance Center	
Jefferson Community College	
Occupational Training Center (Model Office)	65
Keith T. Yandoh	
Chair, Business Division	
Junior College of Albany	
Career Support Services for Special Student Populations	109
Richard A. Naylor	
Director of Career Development and Placement	
Kingsborough Community College	
The Academic Advisement Center for At-Risk Students	66
Eric Willner	
Director, Academic Advisement Center	
Freshmen Seminar for GED Recipients	10
Naomi Platt	
Director, GED Seminar Program, and	
Professor of Secretarial Practice/Office Administration	
LaGuardia Community College	
Continuing Education Programs for Deaf Adults	32
Fern Kahn	
Director, Community Service Programs	

LaGuardia Community College (continued)

Cooperative Education As the Vehicle to Enhance the
Articulation Between City University of New York and the
New York City Board of Education: The Placement of
LaGuardia Community College Students As Vocational
Training Aides in High School Computer Science Courses
Irwin Feifer
Dean of Cooperative Education 67

Microcomputer Training Program for LaGuardia English Writing
Faculty 68
Daniel Lynch
Professor

Office Information Training Program 11
Sandra Watson & Claudia Iredell
Director Training Coordinator

Programs for Deaf Adults 33
Fern Kahn
Director, Community Service Programs

The Reading/Accounting Pair 69
Gary DeFrancesco
Director, Grants Development

Refugee/Immigrant Vocational Assistance Program 12
John Garcia
Coordinator, Extension Programs

Mater Dei College

Learning Skills Center/Development Semester 70
H. Raymond Johnson
Academic Dean

Medgar Evers College

Tutoring and Career Counseling 71
Phyllis Buford
Associate Dean of Academic Affairs

Mohawk Valley Community College

Learning Achievement 72
Frank M. Jackson
Department Head, Learning Resources

Office for the Handicapped 34
Joseph A. Zizzi
Coordinator of Handicapped Services

Mohawk Valley Community College (continued)

The Single Parent Second Wind Program	101
Lois Schachter	
Program Coordinator	

Monroe Community College

Changing Directions Project Grant	102
Paula Fahy & Joan C. Mullaney	
Project Coordinator Project Director	

Developmental Education	73
Kenneth L. Humphrey	
Dean, Developmental Education	

Support Services for Hearing Impaired Students	35
James A. Terrell	
Director of Counseling	

Worksite Adult Counseling	13
James A. Terrell	
Director of Counseling	

Nassau Community College

A.A.S. Degree in Data Processing	14
Stephen Solosky	
Assistant Professor	

AIMS Program	103
Pamela McLean-Wainwright	
Assistant Professor/Project Director	

CIVILCOM Grant Project	15
Joseph F. Keuler	
Associate Professor	

Computers & the Educationally Disadvantaged Student	74
Toby Anne Bird & Diana Wienbroer	
Assistant Professor Professor	

Geriatric Health Care Specialist Certificate Program	16
Roseanna M. Mills	
Assistant Professor	

Nassau/C.A.S.A./ESL Program	75
Ronald R. Ryan	
Dean, Community Services	

Professional Development for College Faculty Working with Learning Disabled Students	36
Sidney Becker & Trudy Woods	
Assistant Professor Administrative Assistant	

	<u>Page #</u>
Nassau Community College (continued)	
Work Experience Program for Disabled Students	37
Victor H. Margolis	
Coordinator, Disabled Student Services	
New York City Technical College	
Access for Women	76
Sandy Weinbaum	
Director	
Building/Housing Superintendents Training Program	77
Herman C. Thomas	
Assistant Director, Apartment House Institute	
Computer Controlled Multimodal Language Skills	78
Developmental Program for Disadvantaged Adult Students	
in Career Programs	
David Dunner	
VEA Project Director	
Program for the Deaf and Hearing Impaired	38
Martin Florsheim	
Director, Program for the Deaf & Hearing Impaired	
Niagara County Community College	
Computer Literacy for Disabled	39
Monica Pullano	
Counselor for Students with Disabilities	
Credit for Prior Learning	17
Dorothy Harnish	
Director of Educational Development, Office of	
Academic Affairs	
Grant Administration	110
Ellen McGregor	
Director of Institutional Research	
Minority Outreach Program	79
Rhonda Dyess Hands & Jane Haenle	
Minority Outreach Coordinator Dean of Students	
Women in Technology	90
Virginia Taylor	
Coordinator	

Onondaga Community College

- Learning Disabilities Assistance Program 40
Rosemary Kelly
Coordinator of Services for Students with Special Needs
- Supplemental Instruction 80
Barbara Risser
Assistant Professor of English/Reading

Paul Smith's College

- Integration of A Campus Learning Resource Center with 111
Student Support Services
John R. Stiegman, Institutional Liaison to the
Bureau of Grants Administration;
Neil Surprenant, Director of Learning Resources;
Carol A. McKillip, Learning Disability Counselor and
Diagnostician;
Cheryl C. McGowan, Director of Counseling

Rockland Community College

- Telecourses and Distance Learning Courses 18
Sue Commanday
Coordinator of Special Programs

Schenectady County Community College

- Academic Computer Center 19
Gabriel J. Basil
Dean of Academic Affairs
- Developmental Studies Unit 81
Mary Jane Dike
Coordinator of Developmental Studies
- Disabled Student Services 41
Caryl Purdue
Coordinator of Disabled Student Services

State University Agricultural & Technical College at Cobleskill

- Academic Skills Center 82
W. Clifton Collins
Assistant Dean of Academic Affairs
- "First Step" 104
W. Clifton Collins
Assistant Dean of Academic Affairs
- Office Practice Skills Program 20
W. Clifton Collins
Assistant Dean of Academic Affairs

	<u>Page #</u>
State University Agricultural & Technical College at Morrisville	
Adult Training and Retraining in Chenango County	21
Margaret Raynor	
Coordinator, Norwich Center	
Pre-Vocational Remediation for Disadvantaged Students	83
Victoria Ruley	
Director, Developmental Learning Center	
Recruiting Men and Women in Non-Traditional Careers	91
Marybeth Hess	
Admissions Counselor	
State University College of Technology at Alfred	
Alfred State Opportunity Program	84
Trudi M. Schwert	
Acting Director, Center for Developmental Studies	
Disabled Student Program	42
Kathryn Fosegan	
Coordinator, Center for Developmental Studies	
Microcomputer Laboratory	22
Martha J. Harold	
Coordinator of Community Services	
Operation AWARE	92
Trudi Schwert	
Acting Director, Center for Developmental Studies	
State University College of Technology at Canton	
Adult and Single Parents	23
Marilyn Rodee	
Assistant to the Director of Continuing Education	
State University College of Technology at Delhi	
Comprehensive VEA Plan - Day Care	93
Darnell Cole	
Vice President for Academic Affairs	
Equipment for Handicapped Students	43
Darnell Cole	
Vice President for Academic Affairs	
Expanded Learning Skills	44
Darnell Cole	
Vice President for Academic Affairs	

	<u>Page #</u>
State University College of Technology at Farmingdale	
Outreach Support Office for Single Parents/Homemakers	105
Judith A. Booth	
Activities Coordinator, Single Parent Outreach Office	
Suffolk County Community College - Eastern Campus	
Criminal Offenders Program/Re-Rout Program	85
Randolph H. Manning	
Dean of Instruction	
Sullivan County Community College	
Disadvantaged in Prison Program	86
Allan W. Dampman	
Associate Dean of Faculty	
Handicapped Students	45
Allan W. Dampman	
Associate Dean of Faculty	
Single Parents/Adult	106
Allan W. Dampman	
Associate Dean of Faculty	
Tompkins-Cortland Community College	
Training and Support for Child Care Providers	24
Nancy Lieberman	
Associate Dean	
Ulster County Community College	
Friend/Tutor-Learning Disabled Students	46
James Quirk	
Director, Counseling and Special Services	
The Math Place (Times ²)	87
Frederic Misner	
Division Chairman, Math/Science Department	
Westchester Community College	
Mainstream, The Retirement Institute, Adult Training Project	25
Willa Reichbach	
Director, Mainstream, The Retirement Institute	
The Westchester Community College Children's Center	107
Joan Hopf	
Assistant to the Dean of Student Personnel Services	

APPENDIX A
REPORT FORM

TARGETED SPECIAL NEEDS POPULATION:

COLLEGE:

PROGRAM TITLE:

DESCRIPTION:

Contact person:

Name:

Title:

Address:

Phone:

127

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OCT 09 1987